

MultiPASS C2500

USER'S MANUAL

Canon



MULTIPASS™ C2500

COLOR BUBBLE JET™ PRINTER
FAX ● COPIER ● SCANNER

User's Manual



Canon Computer Systems
CUSTOMER CARE CENTER
1-800-423-2366 (USA)
1-800-263-1121 (Canada)

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Canon Computer Systems, Inc. has reviewed this manual thoroughly in order to make it an easy to use guide for your Canon MultiPASS C2500 system. All statements, technical information, and recommendations in this manual and in any guides or related documents are believed reliable, but the accuracy and completeness thereof are not guaranteed or warranted, and they are not intended to be, nor should they be understood to be, representations or warranties concerning the products described.

Your MultiPASS C2500 and the software media included with your system have been sold to you subject to the limited warranties set forth in the warranty and license agreement enclosed with the respective product. All software is licensed AS IS, as described in the license agreement enclosed with the software diskette. Further, CCSI reserves the right to make changes in the specifications of the products described in this manual at any time without notice and without obligation to notify any person of such changes.

If you have any questions regarding your MultiPASS C2500 or the information in this manual, please call the Canon Computer Systems Customer Care Center at:



1-800-423-2366 (U.S.A.)
1-800-263-1121 (Canada)

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As an Energy Star Partner, Canon Inc. has determined that the MultiPASS C2500 meets the Energy Star guidelines for energy efficiency.

USERS IN U.S.A.

PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT

A. Location

Supply a suitable table, cabinet, or desk. See Appendix A for the unit's dimensions and weight.

B. Order Information

1. Only a single line, touch tone or rotary telephone set is to be used.
2. Order an RJ11-C modular jack (USOC code), which should be installed by the phone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or equivalent. Use one line per unit.

DDD (DIRECT DISTANCE DIAL) LINE

or

IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU
COMMUNICATE OVERSEAS



Note

Canon recommends an individual line following industry standards [e.g., the 2500 (touch tone) or 500 (rotary/pulse dial) telephones]. A dedicated extension off a PBX unit without "Call Waiting" can be used with your MultiPASS C2500. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power Requirements

This equipment should be connected to a standard 120 volt AC, three-wire grounded outlet only. Do not connect this unit to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate noise which often interferes with communications equipment and the sending and receiving of documents.

CONNECTION OF THE EQUIPMENT

This equipment complies with Part 68 of the FCC rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, this information must be given to the telephone company. This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

IN CASE OF EQUIPMENT MALFUNCTION

Should any malfunction occur which cannot be corrected by the procedures described in this *User's Manual*, disconnect the equipment from the telephone line or unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Authorized Service Facility locations can be obtained by calling the Canon Computer Systems Customer Care Center.

CANON COMPUTER SYSTEMS CUSTOMER CARE CENTER

1-800-423-2366

6 A.M. to 12 MIDNIGHT EST

SEVEN DAYS A WEEK, EXCEPT HOLIDAYS

RIGHTS OF THE TELEPHONE COMPANY

Should the equipment cause harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services which may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user.

WARNING

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed, and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

- Re-orient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your MultiPASS C2500, see Chapter 3, *Using the MultiPASS C2500 as a Stand-alone Fax*.

USERS IN CANADA

PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT

A. Location

Supply a suitable table, cabinet, or desk. See Appendix A for the unit's dimensions and weight.

B. Order Information

1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)
2. Order an RJ11-C modular jack (USOC code), which should be installed by the phone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or equivalent. Use one line per unit.

DDD (DIRECT DISTANCE DIAL) LINE

or

IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS



Note

Canon recommends an individual line following industry standards [e.g., the 2500 (touch tone) or 500 (rotary/pulse dial) telephones]. A dedicated extension off a PBX unit without "Camp On" signals is also permissible with your MultiPASS C2500. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners, or any electric equipment that is thermostatically controlled. The rated value is 120 volts and 15 amperes. The RJ11-C modular jack should be relatively close to the power outlet to facilitate installation.

NOTICE

The Canadian Department label identifies certified equipment. This certification means that the equipment meets certain telecommunications networks protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device, to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirements that the total of the Load Numbers of all the devices does not exceed 100.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Information regarding authorized service facility locations can be obtained by calling Canon Canada below.

CANON CANADA INC.

1-800-263-1121

24 HOURS A DAY, SEVEN DAYS A WEEK

Users should ensure for their own protection that the electrical ground connections power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Using Your Documentation

The following documentation is supplied with the MultiPASS™ C2500 to help you use your new Canon Convertible™ Color Printer.

Setup Guide

This manual describes how you unpack, set up, and start using your MultiPASS C2500. It includes how to register your name and phone number for faxing and how to install the MultiPASS Desktop Manager.

You must install the MultiPASS Desktop Manager for Windows® to use the MultiPASS C2500 for printing, PC faxing, and scanning.

User's Manual

This manual offers detailed information on how to operate your MultiPASS C2500. It includes how to use the MultiPASS C2500 as a monochrome or color printer, stand-alone plain paper fax, PC fax, and scanner. It includes maintenance, troubleshooting, and specifications.

Visual Guide™

The Visual Guide makes learning about the MultiPASS C2500 easy and fast on your computer screen. Once you have set up the MultiPASS C2500, you'll find the Visual Guide helpful for finding quick answers to any questions you may have about operational functions.

See the Visual Guide for complete details on color printing and day to day use of your MultiPASS C2500.

Conventions

This *User's Manual* uses the following conventions to alert you to information that will help you operate the MultiPASS C2500 correctly and safely:



Notes provide advice or suggestions regarding the use of the MultiPASS C2500.



Cautions alert you to operations that could cause damage to your hardware or software, or cause injury to yourself.

Distinctive typefaces identify the buttons you press, the lights on the operator panel, and any commands you enter at your computer.

- The buttons you press appear in this typeface: **START/COPY.**
- The names of lights you see appear in this typeface: IN USE.
- What you see in the LCD display appears in this typeface: REGISTRATION.
- When you type something on your computer, it appears in this typeface: DIR/P.

In general, the BJ® Printer Driver screens you see in this manual are from Windows 95 and the MultiPASS Desktop Manager screens you see are from Windows 3.1.

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Thank you for purchasing the Canon MultiPASS C2500—the Canon Convertible Color Printer for your home office and the whole family. We are sure that your MultiPASS C2500 will provide all you need in one machine: Color Bubble Jet™ printer, plain paper fax, PC fax, scanner, and copier.



This chapter introduces you to the MultiPASS C2500. It includes:

- Features and benefits
- Getting help from Canon
- Examining the main components of the unit
- Using the operator panel
- Loading paper in the paper cassette
- Preparing documents for faxing, scanning, or copying

Features and Benefits

Canon's MultiPASS C2500 does it all in one machine!

Color Bubble Jet Printer

- True four-color printing
- Color at 720 × 360 dpi—up to 0.8 ppm
- Black at 720 × 360 dpi with smoothing—up to 5 ppm
- Standard Centronics®-compatible parallel interface with bidirectional capability
- Automatic paper feed up to 150 sheets of plain paper (20 lb), 50 transparencies, or 20 envelopes
- Versatile paper handling (letter, legal, A4, Commercial #10 or European DL envelopes)
- Prints on plain paper and all Canon specialty papers, including T-Shirt Transfers and Fabric Sheets

Plain Paper Fax

- 20-page automatic document feeder (ADF)
- 6 seconds/page transmission at 14.4 kbps
- 42-page memory receives even when computer is off
- Fax print speed of approximately 4 ppm (BC-20 Black BJ cartridge)
- Automatic FAX/TEL switching so you can use one line for both
- Telephone answering machine interface
- Send and receive manually
- 106 autodial numbers (16 one-touch, 90 speed-dial keys)
- Automatic redial up to 10 times
- Distinctive ring detect
- One hour battery backup for power failure protection

PC Fax

- Fax pages without printing them first
- Fax directly from most Windows applications
- Receive faxes to your computer to view, save, print or delete
- Personal Address book and fax logs
- Custom coversheets
- 24-hour fax transmission delay

Plain Paper Copier

- Up to 99 copies
- 360 × 360 dpi with smoothing
- Prints multiple copies up to 4 ppm
- Auto-half-tone with 64 levels of gray

Monochrome Scanner

- TWAIN compatible
- Resolution at 203 × 196 dpi (fine) and 203 × 96 dpi (standard)
- 20-page automatic document feeder

MultiPASS Desktop Manager for Windows

- Manages faxing, scanning, and telephone activities, including the phonebook, in a single interface
- Includes fax coversheets you can customize

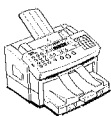
Getting Help From Canon

Canon provides experienced support personnel to help you in every way.



Customer Care Center

Canon provides customer support and service for all MultiPASS, printer, and fax products. If you have any questions regarding your MultiPASS C2500, call the Canon Computer Systems Customer Care Center at **1-800-423-2366**. Support is available from 6 A.M. to 12 MIDNIGHT Eastern Standard Time (EST) Seven Days a Week except holidays.



Fax retrieval system

Canon also provides a 24-hour, toll-free fax retrieval system. You can use this service to get helpful documents faxed directly to your MultiPASS C2500. These documents contain useful information to assist you in the operation of your Canon MultiPASS C2500. To access this service, call **1-800-526-4345**.



Electronic support services

If you use CompuServe®, you can access the Canon Peripherals Forum. This allows you to talk with other users, send a message to Canon, or download printer drivers. Just type GO CANON at any CompuServe prompt.

Canon's World Wide Web address is <http://www.ccsi.canon.com>.

Canon also provides a bulletin board service (BBS), which is useful for obtaining newly developed, third-party drivers. Call **1-804-420-2000**. The protocol for the BBS is up to 28,800 bps, eight data bits, one stop bit, and no parity.



Supplies and Accessories

Canon has an extensive dealer network equipped to offer you supplies as you need them. To find a dealer near you, call the Canon referral service at **1-800-848-4123**.

If supplies are not available from your local dealer, you can order directly from Canon by calling **1-800-671-1090**.



Canada

Customer support for Canadian residents is available 24 hours a day (seven days a week) at **1-800-263-1121**.

In other countries, please contact your Canon dealer.

Where to Get Help First

One of the first things you may have done with your MultiPASS C2500 was to call the Canon Fax Retrieval System and request an index of the documents available to you through this service. (If you have not done this, please do so now.) Documents are faxed directly to your MultiPASS C2500.

The Fax Retrieval System offers up-to-date information about Canon's products as well as technical information about specific products. By reviewing the index, you can determine what information would be beneficial to your installation.

The Fax Retrieval System responds to your requests almost immediately (depending on the volume of requests).

Using the Electronic Services

If you have a modem, you can contact Canon through CompuServe, the Internet, or its BBS. Through these electronic services, you can find out about the latest Canon products, or you can retrieve general information about specific products.

If you are looking for information about the MultiPASS Desktop Manager or any Canon printer driver for a unique situation, you can contact one of the Canon electronic services.

You can retrieve information from the electronic services at any hour of the day or night.

Contacting Canon Directly

If you seem to have an operational problem, try to solve it by referring to the troubleshooting information in Chapter 9, or by using your Visual Guide. If you cannot quickly resume normal operation, contact Canon's experienced support personnel at the Customer Care Center number above.

Servicing the MultiPASS C2500

The Canon MultiPASS C2500 is designed with the latest technology to provide trouble-free operation. The warranty card that comes with your system describes Canon's limited two-year *InstantExchange* warranty program. Be sure to read the warranty information to find out about the different service options available to you.

Save the warranty and keep your sales receipt for proof of purchase. In the event that your MultiPASS C2500 needs servicing, you will need your proof of purchase to obtain warranty service.

Be sure to fill out the Registration card and send it in. This will help Canon give you better support and warranty service.

If you seem to have a problem, try to solve it by referring to the troubleshooting information in Chapter 9. If you cannot solve the problem, contact Canon's support personnel at the Canon Computer Systems Customer Care Center:

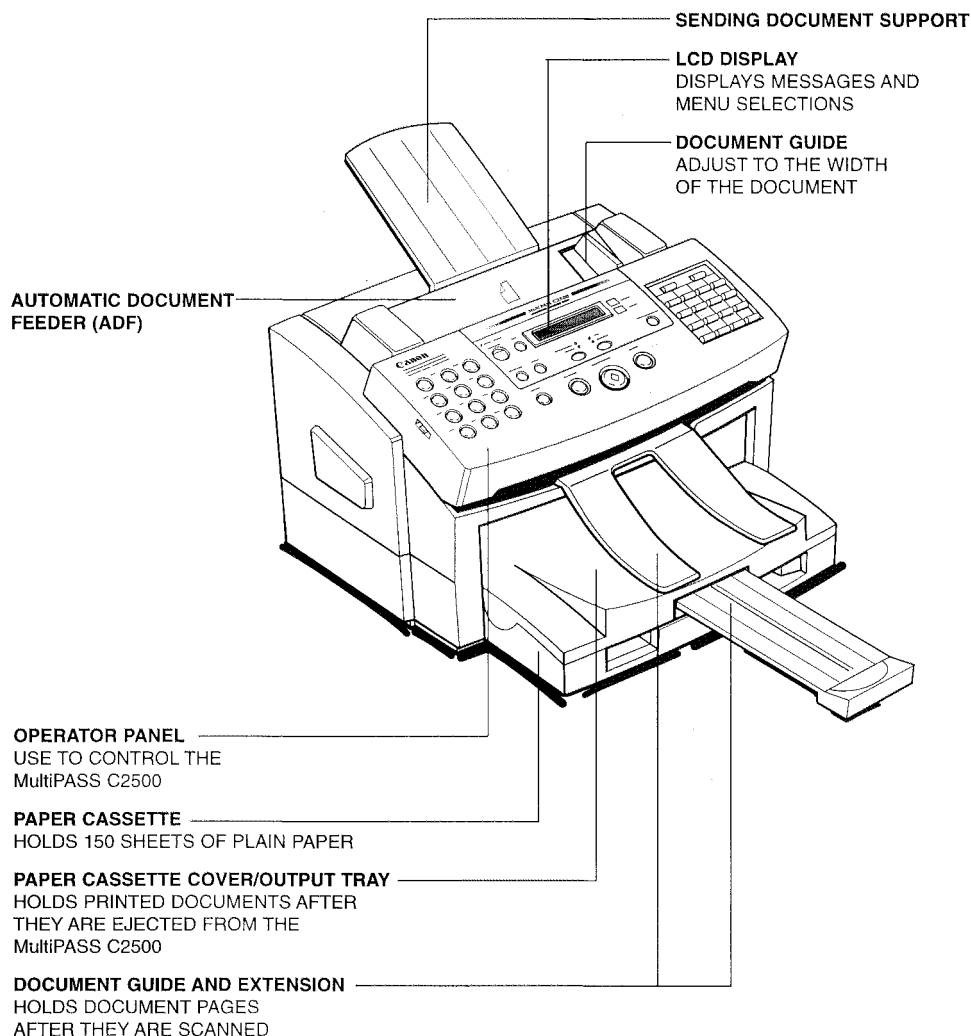


1-800-423-2366

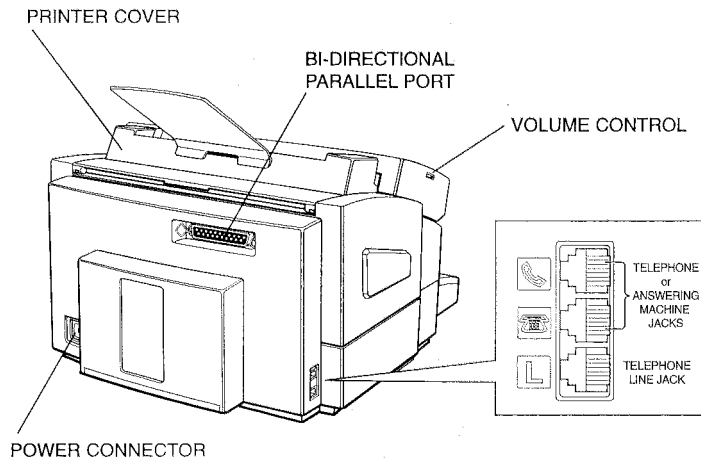
Main Components of the MultiPASS C2500

Before using the MultiPASS C2500, it's a good idea to familiarize yourself with the components and understand their functions.

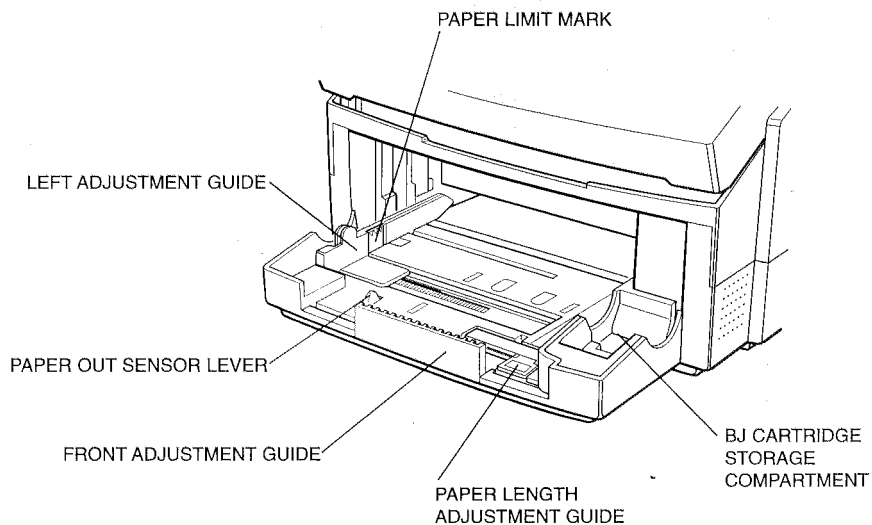
Front View



Back View

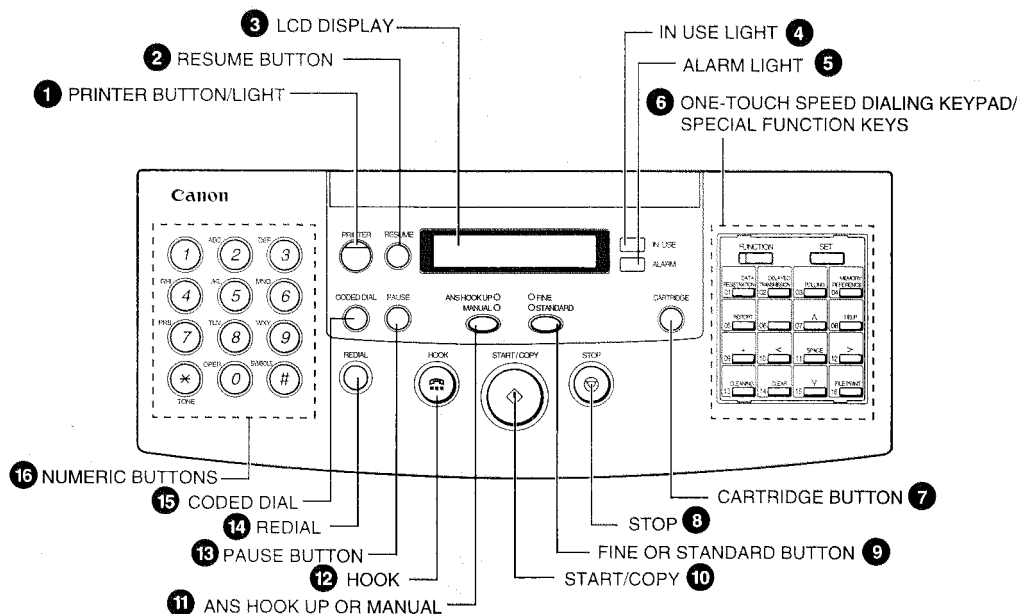


Inside the Paper Cassette



Using the Operator Panel

This section presents a brief description of the operator panel on the MultiPASS C2500.



1 PRINTER button/light

Press to send control to MultiPASS Desktop Manager. Make sure PRINTER light is off when the MultiPASS Desktop Manager has control.

2 RESUME button

This button is used to resume printing from your computer after correcting an error, such as out of paper.

3 LCD display

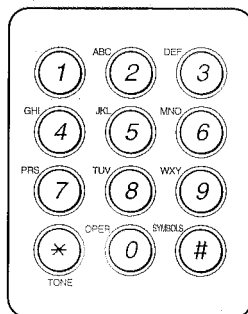
Displays messages and prompts during operation. Displays selections, text, numbers, and names when registering information.

4 IN USE light

Lights when your MultiPASS C2500 is using the telephone line.

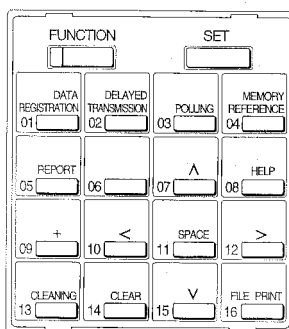
- 5 ALARM light**
Flashes when an error occurs, when the MultiPASS is out of paper or ink, or when received documents are stored in memory.
- 6 One-touch speed dialing keypad/Special function keys**
Use these keys for one-touch speed dialing and to perform special operations.
- 7 CARTRIDGE button**
Press to move the BJ cartridge holder to and from the center position.
- 8 STOP button**
Press to cancel sending, receiving, or registering data, or to cancel any other operation.
- 9 FINE or STANDARD button**
Use to set resolution for the type of document you want to send or copy.
- 10 START/COPY button**
Press to start sending, receiving, copying, and other operations.
- 11 ANS HOOK UP and MANUAL button**
When both lamps are off, the MultiPASS C2500 is set for automatic receiving. Press to light **ANS HOOK UP** when an answering machine is connected. Press to light **MANUAL** for manual document receiving.
- 12 HOOK button**
Press to engage or disengage the telephone line (hands-free dialing).
- 13 PAUSE button**
Press to enter pauses between digits when dialing or registering fax numbers.
- 14 REDIAL button**
Press to dial the previous number dialed with the numeric buttons.
- 15 CODED DIAL button**
Press this button once (followed by a two-digit code) to dial a fax/telephone number registered for coded speed dialing.
- 16 Numeric buttons**
Use these buttons to enter numbers and names when registering information and to dial fax/telephone numbers that are not registered for automatic dialing.

Numeric Buttons



Use the numeric buttons to enter phone numbers when dialing, and to enter text, numbers, and symbols when registering names.

One-touch Speed Dialing Keypad



FUNCTION key

Use to select special functions such as Data Registration and Polling. The FUNCTION light must be on to select these functions.

SET key

Use to select special function settings and activities.

The following keys perform special operations when the FUNCTION light is on:

01—DATA REGISTRATION

Press to start data registration for fax numbers, names, and other important settings for sending, receiving, and printing.

02—DELAYED TRANSMISSION

Press to send a document at a preset time.

03—POLLING

Press to request other fax machines to send documents.

04—MEMORY REFERENCE

Use to print a document or a list of documents in memory, or to resend or delete documents stored in memory.

05—REPORT

Use to print activity reports.

07 and 15—Search keys (^, v)

Use to scroll through selections during data registration.

10 and 12—Cursor keys (<, >)

Use to move the cursor during data registration.

08—HELP

Use to print a help list.

09—+

Press to enter a + in your fax number.

11—SPACE

Press to enter a space between numbers or letters when you register fax numbers and names.

13—CLEANING

Use to clean the BJ cartridge print head whenever print quality deteriorates.

14—CLEAR

Press during data registration to clear a number or name so you can re-enter it.

16—FILE PRINT

Press to print documents that are stored in memory for uploading to your computer. (Once you print the file, it is erased from memory and cannot be uploaded to your computer.)

Loading Paper in the Paper Cassette

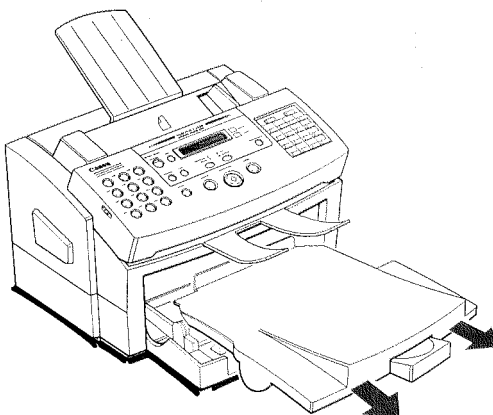
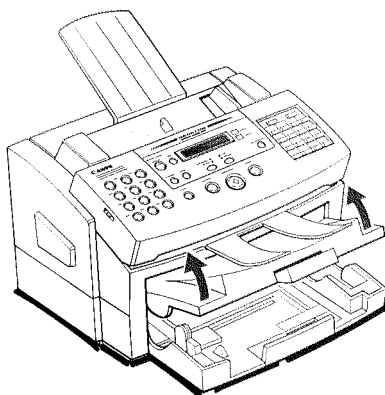
The paper you load in the paper cassette is used for printing documents or for incoming faxes. For printing documents, you can use any of the Canon specialty papers described in Chapter 2, *Using the MultiPASS C2500 as a Printer*. For receiving faxes, use plain paper (such as copier paper).

When the message SUPPLY REC. PAPER appears in the LCD display, you need to add paper to the paper cassette.

1

Remove the
paper cassette
cover.

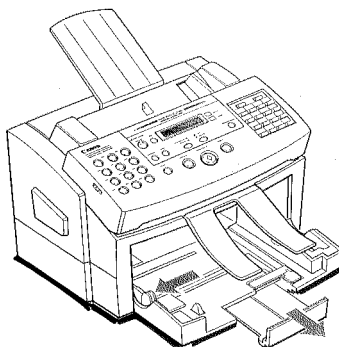
- Lift it up and out of the unit.



2

Set the paper adjustments on the paper cassette.

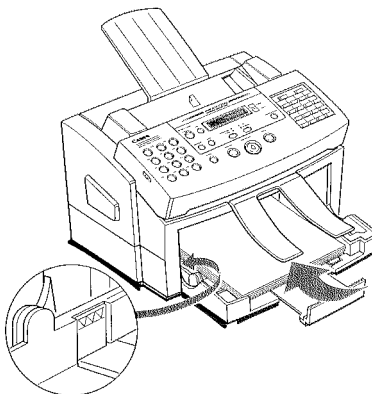
- Pull the front adjustment guide out toward you.
- Slide the left adjustment guide all the way to the left. Pinch the tabs on the left adjustment guide to release it.



3

Place the stack of paper into the paper cassette.

- Slide the stack all the way into the paper cassette.
- Make sure the stack of paper rests against the back and right side of the cassette.



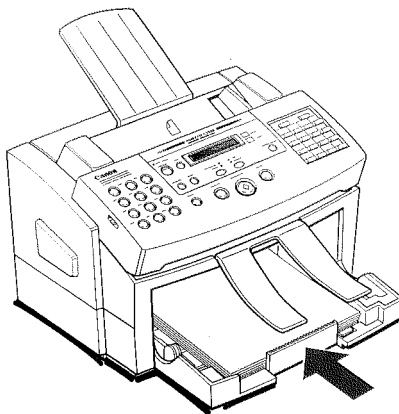
Note

Do not fill the paper cassette above the limit mark (▼▼▼). The cassette holds up to 150 sheets of plain paper (20 lb or 75 g/m²).

4

Adjust the front guide.

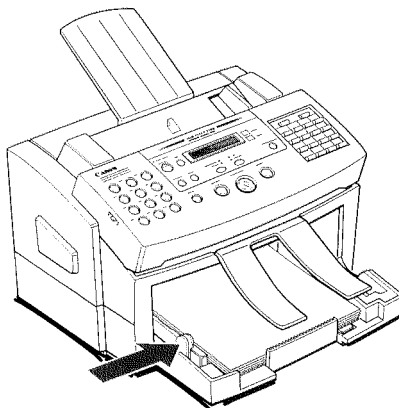
- Slide the front adjustment guide in until it rests against the stack of paper.



5

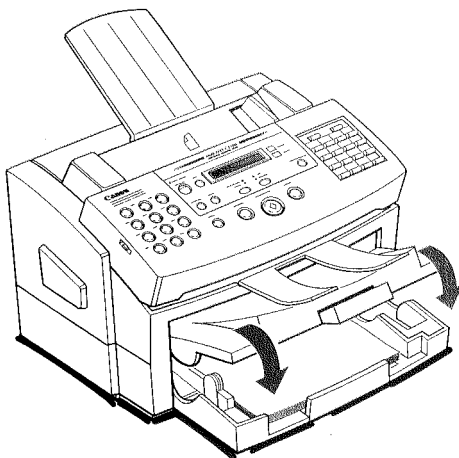
Adjust the left guide.

- Pinch the release lever on the left adjustment guide and slide the guide to the right until it rests against the stack of paper.



Replace the
paper cassette
cover.

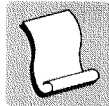
- Slide the cover in and then lower it into position.
- Make sure it is seated properly.



Preparing Documents for Faxing, Scanning, or Copying

You can use the MultiPASS C2500 to fax, scan, or copy documents that are printed on standard letter, legal, or A4 size paper.

Follow these guidelines to prepare your documents:

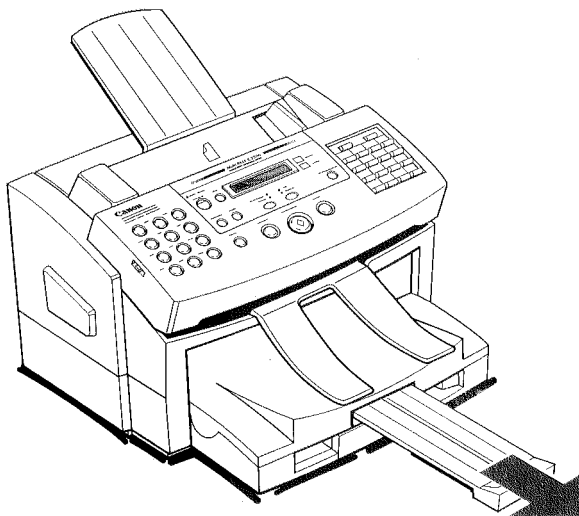
- Do not attempt to feed the following types of documents into the MultiPASS C2500:
 - wrinkled or creased paper 
 - curled or rolled paper 
 - torn paper 
 - carbon-paper or carbon-backed paper
 - coated paper
 - onion skin or thin paper
- Remove all staples, paper clips, and the like before feeding the document.
- Make sure any glue, ink, or correction fluid on the paper is completely dry before feeding the document.
- Make a photocopy of any document that will not feed into the MultiPASS C2500. You can then feed the copy.
- Do not feed documents with pages that are different sizes or of different thicknesses.

Loading the Document

You can load up to 20 letter or A4 size sheets and up to 10 legal size sheets at a time into the Automatic Document Feeder (ADF).

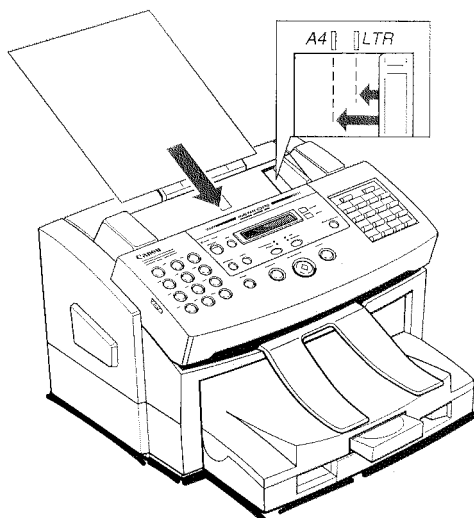
1

Pull out the
extension.



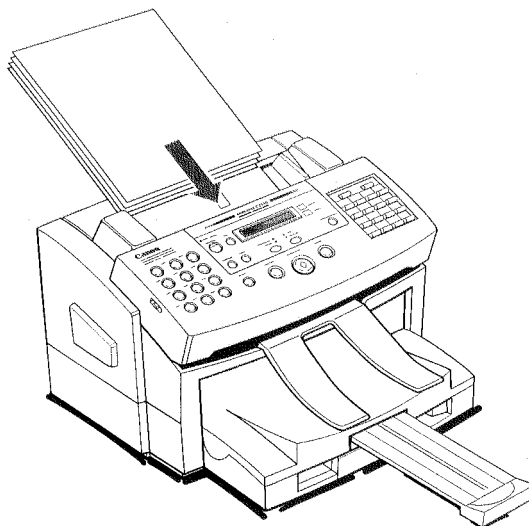
Feed the document.

- For a multiple page document, fan the sheets and tap the document on a flat surface to even the stack.
- Insert the document face-down (letterhead first) into the ADF until you hear a beep.
- Adjust the right document guide to the width of the document.



The MultiPASS C2500 automatically feeds the pages one by one from the bottom.

If you have problems feeding multiple page documents, insert the pages one at a time into the ADF. This stacks the pages on a slant so they feed correctly into the ADF.



Adding Pages to the Document

If you want to add pages while the MultiPASS C2500 is sending a document, wait until the last page is feeding into the MultiPASS C2500 and then insert the new sheets. Insert the first new page so it overlaps the last page by about one inch (2.5 cm).

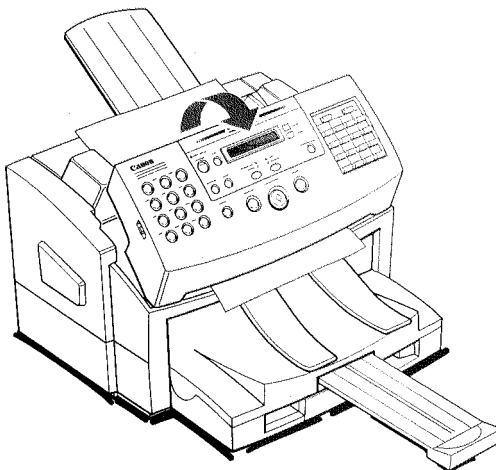
Always wait until the last page is being fed into the MultiPASS C2500 before you add new pages.

Removing a Document in the ADF

1

Open the operator panel.

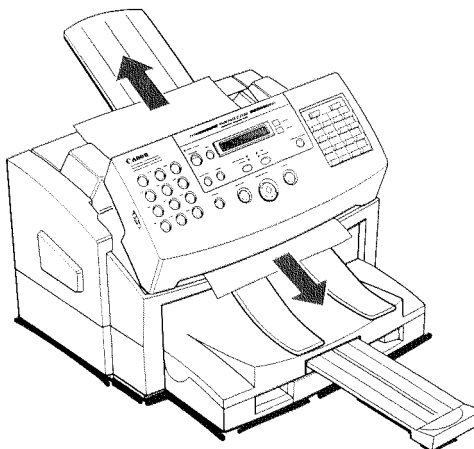
- Grip the operator panel and pull it toward you until it lifts up; it opens only slightly.



2

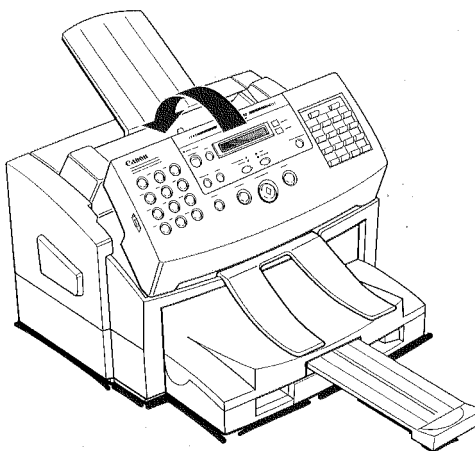
While holding the operator panel open, pull the sheet out from the top or bottom.

- Do not attempt to pull the document out without opening the operator panel.



Close the
operator panel.

- Gently press the operator panel until it clicks.



Using the MultiPASS C2500 2

as a Printer

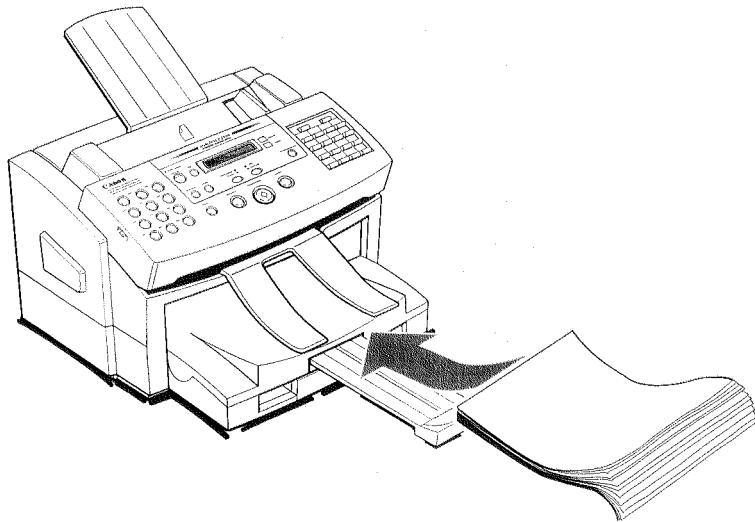
This chapter describes how to use the MultiPASS C2500 as a printer. Once you have installed the MultiPASS Desktop Manager, you can use the MultiPASS C2500 for all your printing needs.

This chapter describes:

- Paper handling
- Installing a printer driver
- Printing a document
- Printer setup within Windows 95
- Printer setup within Windows 3.1
- Specifying your printer options
- Printing speed versus color
- Printing on envelopes

Paper Handling

One of the most important things you can do to assure the best possible printing performance of your MultiPASS C2500 is to select the correct paper. Your MultiPASS C2500 produces letter quality print on most plain bond papers, including cotton bond and photocopying papers; it does not require special ink jet papers. However, the print quality varies with different paper types. Be sure to test a type of paper before you purchase a large quantity.



Selecting Paper Types

Plain Papers

The MultiPASS C2500 supports paper sizes of letter, legal, and A4 in portrait orientation. You can use regular copier paper, cotton bond papers, and typical letterhead. Always use paper without curls, folds, staples, or damaged edges.

Coated Papers

The MultiPASS C2500 can also print on coated paper. The Canon Coated Paper LC-101 is recommended for optimum color print quality. It is available in letter and legal sizes.

Canon's Coated Paper is bright white on the printing side and off-white on the back side. Load coated papers in the paper cassette with the printing side (bright white) down.

Transparencies

The CF-102 transparency film from Canon is recommended; it is available in letter size. You can print on either side of a Canon Transparency sheet. If you are using a transparency with a backing, insert the sealed edge of the sheet into the paper cassette first.

Back Print Film

Canon Back Print Film BF-102 has been specially developed for Canon Color Bubble Jet printers. The film is designed to deliver brilliant, high-intensity color images suitable for business presentations, design work, or professional reports.

Canon's Back Print Film is a white translucent film. It has a matte finish on the print side and a high gloss finish on the back side. You print a mirror image on the matte finish side using Back Print Film mode. This produces an enhanced image when viewed from the glossy side using a backlighting device. For more details, ask a Canon Authorized Dealer for information or refer to the manual supplied with the film.

Load back print film in the paper cassette with the matte finish side down.



If you are printing in an application outside Windows, your software application or printer driver must support mirror image printing in order to use back print film.

High Gloss Film

The Canon High Gloss Film (HG-101) is recommended for 720 × 360 dpi printing; it is available in letter size. Canon's High Gloss Film is a white film with a glossy, slightly textured side and a matte finish flat side. You print on the glossy side; therefore, load the glossy side down in the paper cassette.

Fabric Sheets

The Fabric Sheets (FS-101) for Canon Bubble Jet printers are recommended. You can print banners, pillow covers, scarves, flags, and other textile items. Fabric sheets are 9.5 × 14 inches.

Load these sheets with the fabric side down. Insert the sealed edge of the sheet into the paper cassette first. Canon's Fabric Sheets come with a manual; be sure to look through the manual even though it is not specific to the MultiPASS C2500, and use the care and washing instructions provided for the BJC-4000 series printer.

Bubble Jet Paper (water resistant)

The Canon Bubble Jet Paper (LC-301) has been developed for high quality printing with minimal or no smearing or running when in contact with water or damp surfaces. You can print on either side of this paper.

T-Shirt Transfers

The MultiPASS C2500 supports Canon T-Shirt Transfers (TR-101) for printing special designs you can use to personalize T-shirts and other items.

Canon's T-Shirt Transfers are white on one side and have a pattern on the back. Load the white side down in the paper cassette, and use Back Print Film mode. Your image will appear right side up when ironed on your favorite T-shirt.

Assorted Paper Starter Kit

If you would like to try some of the papers described above, look for Canon's Starter Kit (SK-101). It contains an assortment of five paper types.

Paper Guidelines

When selecting or loading paper, please remember the following:

- Always load paper in the paper cassette with the print side down.
- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- Use cut-sheet paper only. You cannot use multi-part paper.
- If the print density of your page is very high, light paper stock may curl slightly due to the large amount of ink. If you need to print dense graphics, try printing on heavier stock.
- Do not use any paper stock that is heavier than 24 lb. Printing with paper thick enough to come in contact with the print head nozzles may damage the BJ cartridge.

Installing a Printer Driver

Before you can use any type of printer with your computer, you must install a printer driver. The printer driver tells the computer what kind of a printer you are using. The printer driver also controls the various settings, such as print quality and paper type. You define these settings within the printer driver, and the printer driver then communicates the settings to both the computer and the printer.

When you installed the MultiPASS Desktop Manager, you installed the printer driver for the MultiPASS C2500. (This was called the BJ Printer Driver during installation.) You must install the BJ Printer Driver and the MultiPASS Desktop Manager before you can use the MultiPASS C2500 as a printer for your computer. See your *Setup Guide* for details on how to install the MultiPASS Desktop Manager.

Printing a Document

This procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to your software application's documentation for the exact printing procedure.

1

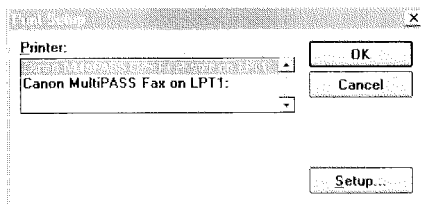
Start your application.

- Start the program you are using to create the document, and open the document you want to print.

2

Make sure the Canon MultiPASS C2500 Printer is selected as your default printer.

- Choose Printer Setup from the File menu.



- Click on the **Setup** button if you want to make any adjustments as appropriate for printing your document. (See *Printer Setup Within Windows 95* or *Printer Setup Within Windows 3.1* for details.)
- Select **OK** to close the Canon MultiPASS C2500 printer driver.

3

Choose **Print**
from the
File menu.

- After making any necessary changes to the printing parameters, select **OK** to start the print job.

Printer Setup Within Windows 95

You can use the MultiPASS C2500 with all your Windows 95 applications.

Opening the Printer Properties Dialog Box in Windows 95

You can open the Properties dialog box in one of the following ways:

- From within any Windows application, you can select the **Print** or **Print Setup** command.
- From the **Printers** folder, you can select the printer and then select the **Properties** command from the **File** menu.
- From the **Printers** folder, you can select the printer, click the right mouse button, and then select **Properties** from the drop down list.

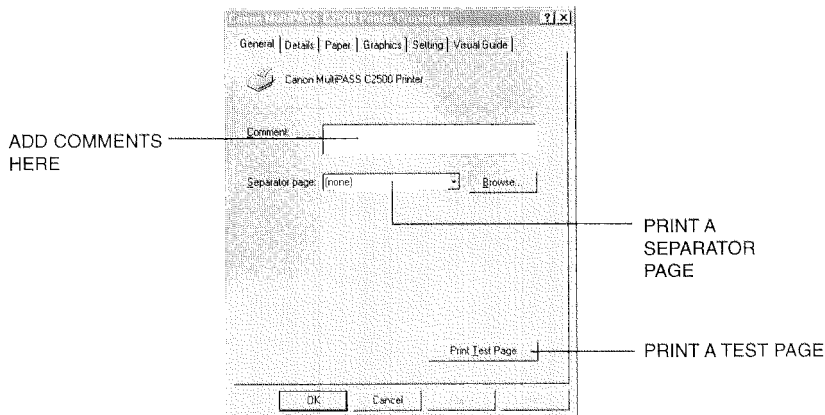
Using the Printer Driver in Windows 95

The printing options are displayed on the following Windows 95 tabs.

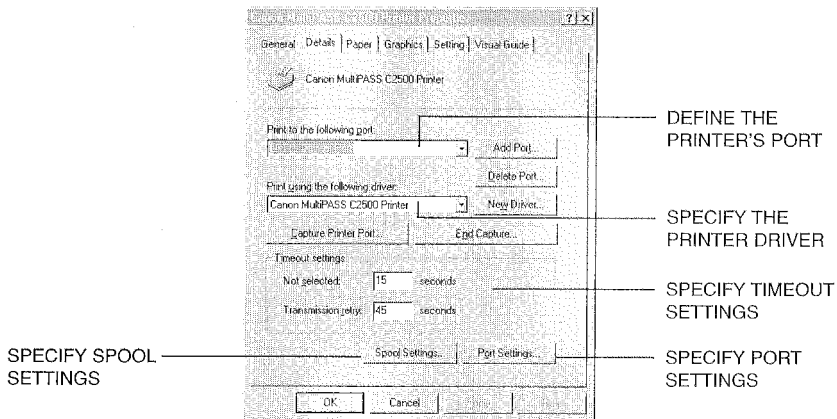


For detailed information on any of the printing options, you can use the Windows 95 on-line Help:

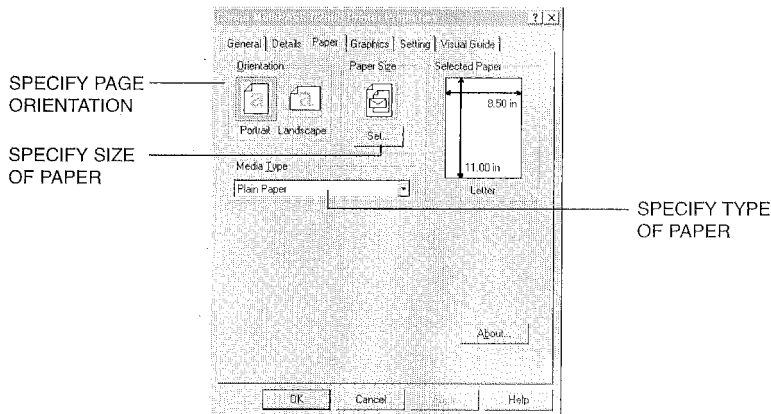
- Use the right mouse button to click an item on the screen; then click the What's This? command.
 - Click **?** and then click an item.
 - Press **F1**.
-
- **General**—This tab allows you to add comments regarding the printer driver and print a test page or a separator page. (You see this tab when you open the Properties dialog box from the Printers folder, but not from within a Windows application.)



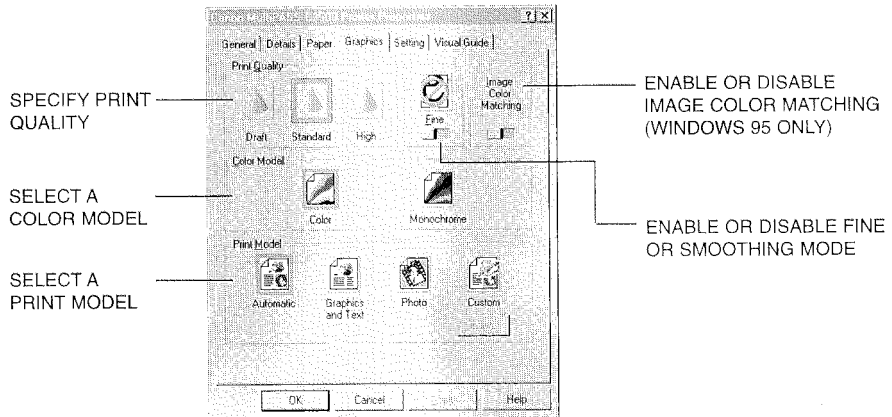
- **Details**—This tab allows you to specify printer port settings, spool settings, and time-out settings. (You see this tab when you open the Properties dialog box from the Printers folder, but not from within a Windows application.)



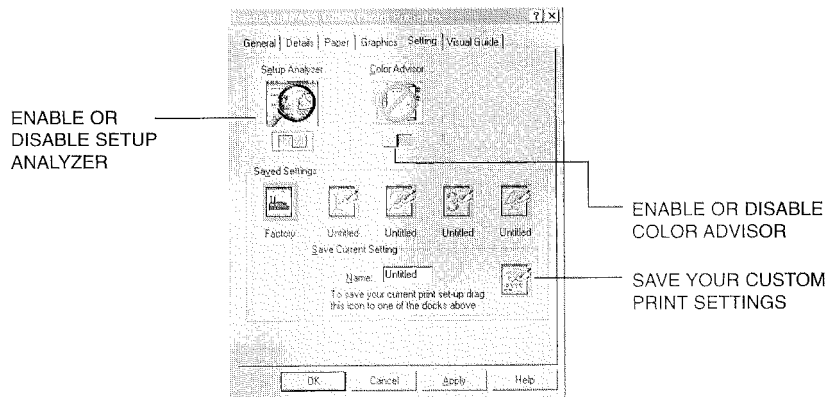
- **Paper**—This tab allows you to specify page orientation, paper size, and type of print media. (The printing options on this tab are the same for both Windows 95 and Windows 3.1. See page 2-12 for details.)



- **Graphics**—This tab allows you to specify print quality, color model, and print model. (The printing options on this tab are the same for both Windows 95 and Windows 3.1. However, the Image Color Matching feature on the Graphics tab is new for Windows 95. See page 2-19 for details.)



- **Setting**—This tab allows you to turn on or off the Setup Analyzer and the Color Advisor. It also allows you to save up to four custom print settings. (The printing options on this tab are the same for both Windows 95 and Windows 3.1. See page 2-26 for details.)



Printer Setup Within Windows 3.1

You can use the MultiPASS C2500 with all your Windows 3.1 applications.

Accessing the Printing Options

You can access the printing options from the Printers dialog box in the Control Panel, or you can select the Print Setup option available from the File menu of most applications that run in Windows.



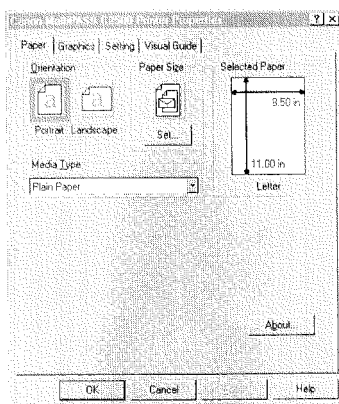
Note

If the Print Setup option does not appear in the File menu for your application, refer to the user's manual supplied with the application. It should provide information about changing the printer setup parameters.

In Windows 3.1, the printing options are displayed on three tabs: Paper, Graphics, and Setting. See the next section for details.

Specifying Your Printing Options

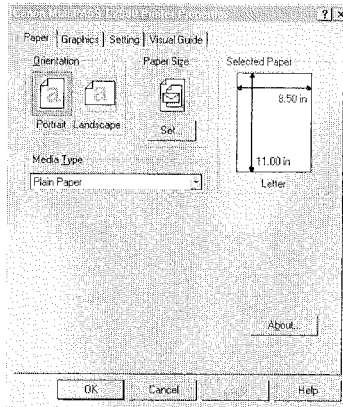
The printer driver has three sheets topped with tabs (four if the Visual Guide is installed) from which you can select your printing options and learn about your printer driver and printer. The first sheet is the Paper sheet:



- To move between the sheets, click on any of the tabs.
- To select the settings on a sheet, click the **OK** button.
- To cancel your setting selections on a sheet, click the **Cancel** button.
- To save your settings without exiting, click the **Apply** button.
- To access the Help file, click on the **Help** button.
- When you move the mouse cursor over one of the printing options, a help message appears next to the **About** button on the sheet.

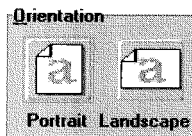
The Paper Sheet

Use this sheet to select Orientation, Paper Size and Media Type.



Orientation Option

Click on the Orientation setting you want to use:



The page orientation determines the direction of printing on the page.

The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page.

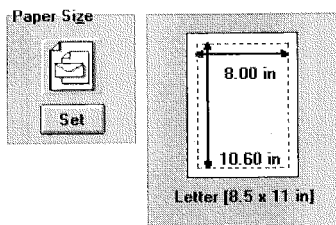
PORTRAIT

The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page. The page orientation determines the direction of printing on the page.

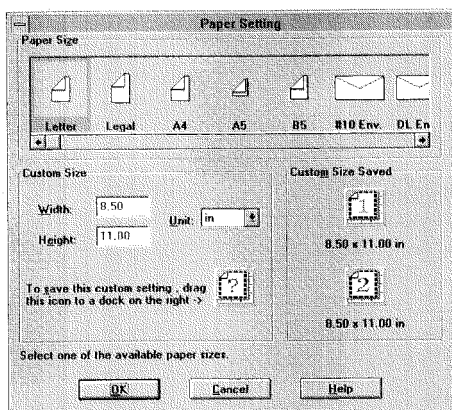
LANDSCAPE

Paper Size Option

The currently selected paper size, along with its edge-to-edge and printable dimensions, appears in the box to the right of the Paper Size box and is for viewing only.

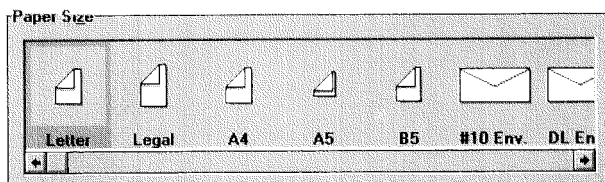


To select a paper size, click on the Set button below the Paper Size icon. The Paper Setting dialog box appears:



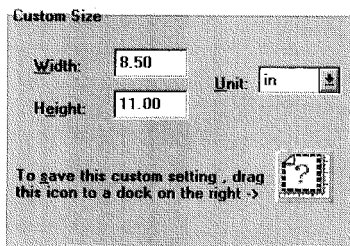
Selecting a standard paper size

Use the scroll bar to view all available standard paper sizes. Select a standard paper size by clicking on one of the paper icons in the Paper Size box. Your choice is highlighted with a box.



Selecting a custom paper size

You specify a custom paper size in the Custom Size box. You can specify inches (in) or millimeters (mm) and the width and height of the page.



The width can be from 4.1 to 9.5 inches (104.1 × 241.3 mm). The length can be from 4.1 to 23.4 inches (104.1 × 594.3 mm). You select the unit of measure as inches or millimeters. (These measurements refer to paper dimensions in portrait orientation; switching the orientation does not change the measurement values.)

You can select a custom paper size in three ways:

- Select the Custom icon in the Paper Size scroll box. Then insert your desired paper dimensions by changing the Width, Height, and Unit selections in the Custom Size box.
- Click and change the Width, Height, or Unit selections in the Custom Size box. The Custom icon in the Paper Size scroll box is selected to indicate custom dimensions.
- Click on one of the Dock (document) icons in the Custom Size Saved box. The saved size appears in the Width, Height, and Unit selection boxes and the Custom icon in the Paper Size scroll box is selected.

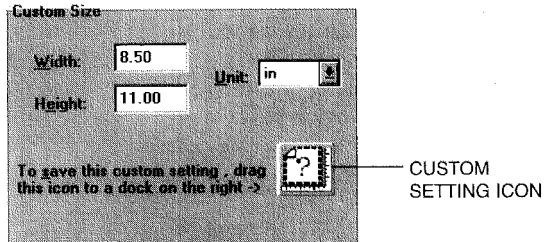
Saving a custom paper size

You can keep two of your frequently used custom paper size settings in the Custom Size Saved box.

1

Specify the setting.

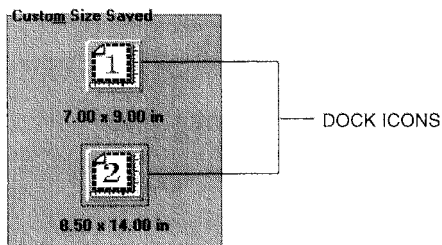
- Adjust the Width, Height, and Unit selection boxes in the Custom Size option box.



2

Specify which dock.

- Drag the custom setting icon in the Custom Size box and drop it onto one of the Dock icons (labeled 1 or 2) in the Custom Size Saved box.
- The custom settings you chose are then saved in the Dock.



3

Confirm the settings.

- ☐ A confirmation message appears asking if you are sure you want to save the current setting in the save area.
- ☐ Click OK to save.
- ☐ The custom dimensions you chose appear beneath the Dock icon.



You cannot cancel a Dock icon once it is saved. To change a Dock's dimensions, you must make new selections in the Custom Size box and then drag the custom setting icon onto the Dock icon.

Loading saved custom paper sizes

To load your saved settings, follow these steps:

1

Click on a Dock icon.

- ☐ A confirmation message appears asking if you are sure you want to load the saved settings. If you click OK you will lose the current settings. You can click Cancel to cancel the loading of your saved settings.

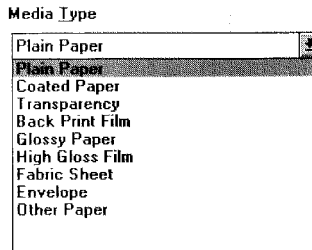
2

Click OK.

- ☐ The saved Width, Height, and Unit settings appear in the settings boxes.
- ☐ When you click OK to the Paper Setting dialog box, the custom settings appear in the Paper Size dimensions diagram.

Media Type Option

Click on the arrow next to the Media Type setting to select one of the following types of paper from the drop-down list:



You can experiment with different settings to see what type of results you can achieve on different types of media. For best results when printing on special papers, follow the instructions that are included with the paper.

Plain Paper

This setting is for printing on ordinary bond paper. This selection sets the color dots generated by the printer to yield the highest quality printed image for this type of paper with minimal bleeding of colors.

Also, use this setting for Canon's Bubble Jet Paper LC-301.

Coated Paper

This mode is specially configured for printing with Canon Coated Paper LC-101. The LC-101 paper is designed to minimize the spread of the individual color dots that make up the printed image and to produce more vivid color. This paper produces the highest quality color printouts from the printer.



Note

Do not use coated paper when printing with the BC-20 Black BJ cartridge.

Transparency

This mode is for printing on transparency stock. Use Canon Transparencies CF-102 to achieve the highest possible color fidelity.

Back Print Film

This mode is specifically configured for printing on back print film, such as Canon's Back Print Film BF-102. This print medium is a mylar-based translucent sheet on which colors look good and appear very vivid when shown with a backlighting device. This setting causes the printer to print a mirror image on the back print film; when used with a backlighting device, the image is normal.

Also, select this Media Type when you are printing on Canon's T-Shirt Transfers (TR-101).

High Gloss Film

This selection is for printing photographic images at a high resolution. You use the high gloss film when you want the image to retain the glossy texture and look of a photograph. This mode is for printing on Canon's High Gloss Film (HG-101).

Fabric Sheets

This selection is for printing on a textile surface for use in making banners, flags, scarves, and various arts and crafts products. Use Fabric Sheets (FS-101), which are specifically designed for Canon printers.

Envelope

Select this Media Type when printing on any type of envelope.

Other Paper

This selection is available for special media types other than those listed above.

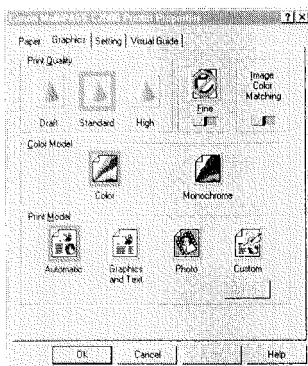
About Button

Click the **About** button in the Paper sheet to bring up a dialog box with the version of your printer driver and copyright information.

Click **OK** to close the About dialog box.

The Graphics Sheet

Use this sheet to select Print Quality, Color Model, and Print Model. Print Quality includes Fine Mode and Image Color Matching (for Windows 95 only).



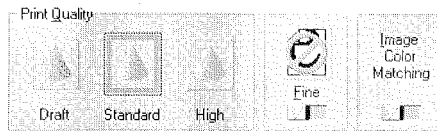
Recommended Settings

You can select the following printing options from the Graphics sheet to achieve the specified results.

Driver settings			
To achieve	Print Quality	Color Model	Results
The fastest B&W output possible	Draft 180 × 180 dpi	Monochrome	Uses less ink. Output quality is draft.
Fast letter quality output	Standard 360 × 360 dpi	Monochrome	Slightly slower than draft. Quality is not best but is good.
Fast B&W photograph and graphic output	Standard and Fine 360 × 360 dpi	Monochrome	Slower than B&W but better grayscale quality.
The highest quality photograph and graphic output	High and Fine 720 × 360 dpi	Monochrome	Slower than Standard but optimizes B&W grayscale quality.
The fastest color output possible	Draft 180 × 180 dpi	Color	Use less ink. Output quality is draft.
Fast color output	Standard 360 × 360 dpi	Color	Fast color printing but quality is not optimized.
The highest quality color photograph and graphic output	High and Fine 720 × 360 dpi	Color	Optimizes color print quality but the print speed is slower.

Print Quality Options

You can select from three print quality options: Draft, Standard, and High. In addition, you can turn on the Fine mode to smooth out the jagged edges of text. Also in Windows 95, you can select Image Color Matching.



Draft

Click on Draft if you want fast printing. Use this setting for printing preliminary document layouts before finalizing your work or to save ink. You'll get draft quality text and graphics at 180×180 dpi resolution.

- ☐ The Fine mode is not selectable with Draft.

Standard

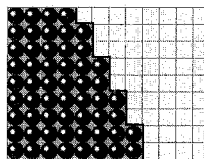
Click on Standard for most of your printing needs. You'll get high quality text and graphics at 360×360 dpi resolution.

- ☐ Click on Fine mode to get even higher quality printing with the Standard Print Quality setting.

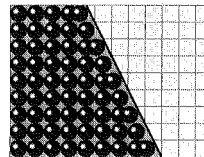
High

Click on High when you want 720×360 dpi printing in black and color. This setting gives you the highest quality output but takes longer to print. (To achieve 720×360 dpi with black ink, the printer activates an automatic smoothing function.)

The following illustration shows the smoothing effect of increasing resolution from 360×360 dpi to 720×360 dpi.



360 x 360 dpi



720 x 360 dpi

Fine

Click Fine mode to smooth out jagged or rough edges of text or graphics. In this mode, the print head makes multiple passes to eliminate banding and bleeding. This setting is selectable with both Standard and High Print Quality settings to give you excellent printed output, but it takes longer to print.

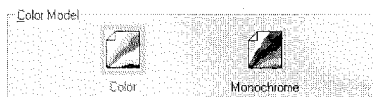
Image Color Printing

This mode, which is available in Windows 95 only, allows applications that support Image Color Matching to match colors more accurately.

To find out if your application supports Image Color Printing, see the documentation that came with your software.

Color Model Options

The Color Model options allow you to choose between Color and Monochrome (black ink only) printing.

**Color**

Click the Color icon when you want to print your document using the full spectrum of color. This mode allows you to select various halftoning and color adjustment methods.

- Make sure you have the BC-21 Color BJ cartridge installed before you print with Color.

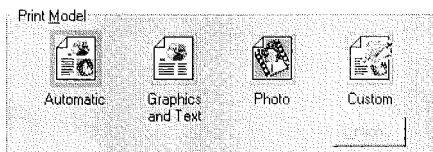
Monochrome

Click the Monochrome icon if you are going to print your document in black ink only. This mode prints using 256 shades of gray and allows you to select various halftoning methods.

- You can print in black ink only using either the BC-20 Black BJ cartridge or BC-21 Color BJ cartridge. For the best print speed when printing in black or grayscale, use the BC-20 Black BJ cartridge.

Print Model Options

Print Model settings help you select the best combination of print settings to match your printing requirements.



Automatic

Use the Automatic setting for most of your printing needs. When you click on Automatic, the printer's "intelligence" automatically selects the appropriate settings to give you the highest quality output for your print job.



Note

-
- ☐ Use the Automatic setting to get high quality printed output for most of your printing needs.
 - ☐ If you are an advanced user and you would like to select the advanced settings: Color Selection, Halftoning, Color Adjustment, and Intensity, see *Creating a custom print model* on the next page.
-

Graphics and Text

If your document has a strong mix of graphics and text, and you want to maintain exceptionally crisp edges and lines in your document, click on Graphics and Text.

Photo

Click on Photo to print scanned photographs or bitmapped images.

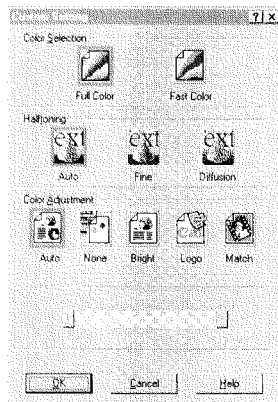
Custom

If you are an advanced user and you want to choose the advanced settings, select Custom and then click on the Option button below the Custom icon.

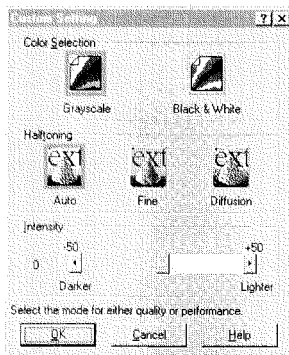
- ☐ The Custom Setting dialog box appears.

Creating a custom print model

When your Color Model is Color, you see this Custom Setting dialog box:



When your Color Model is Monochrome, you see this Custom Setting dialog box:



Color Selection

Choose from Full Color or Fast Color when you print in color. Full color gives you 16.7 million colors for the full spectrum of color printing. Fast color prints faster.



When your Color Model is Monochrome, choose from Grayscale or Black and White:



Halftoning

Halftoning refers to the number, size, and pattern of ink dots projected onto the print media to create text and images in a broad range of colors or grayscale. You can choose from Auto, Fine, and Diffusion. Each Halftoning icon approximates the dot patterns they will produce.



Auto automatically selects the best halftoning pattern for your particular print job.

Fine uses a small pattern of dots that creates a smooth appearance with an average range of colors or grayscales. It offers fast printing speed and is best for printing business graphics.

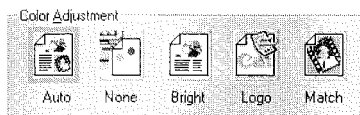
Diffusion randomly places individual dots of different colored inks to create the appearance of intermediate colors. By randomly placing dots, the printer can achieve excellent colors and subtle color gradations. This halftoning is best suited for documents with finely detailed graphics or photographic images. Diffusion takes a longer time to send to the printer, but it offers higher quality printed output.

Halftoning is not selectable when the Color Selection is Fast Color or Black and White.

If your file contains photographic images, experiment with the different halftone methods to determine which one produces the best results.

Color Adjustment

If you are printing with a Color Selection of Full Color, you can select one of five color adjustment settings.



Auto "reads" your document and selects the color settings that best match your print job.

None does not adjust color, but it enables you to use the Intensity setting to increase or decrease the darkness or lightness of the colors in your document.

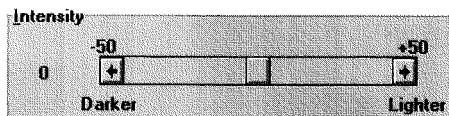
Bright maximizes the saturation of colors; this disables the Intensity setting. This setting is great for eye-catching charts and graphics.

Logo ensures the accurate portrayal of colors; this disables the Intensity setting.

Match produces screen matching, which matches the screen colors on your monitor to your printed output color. This setting ensures the closest portrayal of colors in bitmapped (scanned) photographic images. This disables the Intensity setting.

Intensity

Use the Intensity scroll bar to increase or decrease the darkness or lightness of the colors in your document.

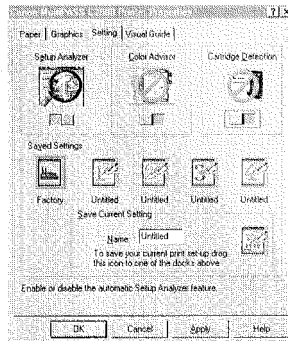


The Intensity scroll bar is selectable if your settings include any of the following:

- ☐ Grayscale or Black and White
- ☐ Fast Color
- ☐ Full Color and Color Adjustment of None

The Setting Sheet

The Setting sheet allows you to access the Setup Analyzer, turn on the Color Advisor, and save your printing settings for future use.

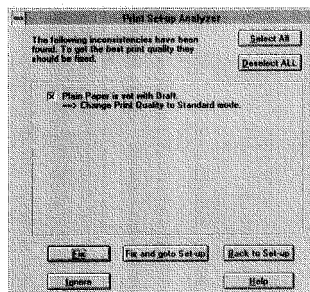


Setup Analyzer

The Setup Analyzer allows the printer driver to evaluate your choice of printing settings. Click on the green ✓ to enable the Setup Analyzer; click on the red ⊘ symbol to disable it.



When you leave the printer driver and accept your printing settings by clicking the OK button, the Setup Analyzer (if enabled) checks to see if any of your settings are contrary to the recommended settings. If there are inconsistencies, a dialog box similar to this appears:



The inconsistencies appear with check boxes. You can use the dialog box buttons to:

- **Select All**—Select all inconsistencies and check all boxes.
- **Deselect All**—Deselect all inconsistencies and clear all boxes.
- **Fix**—Fixes all checked inconsistencies and closes the printer driver.
- **Fix and go to Setup**—Fixes all checked inconsistencies and goes back into the printer driver.
- **Back to Setup**—Makes no changes and goes back into the printer driver.
- **Ignore**—Ignores the inconsistencies and closes the printer driver without making any changes.

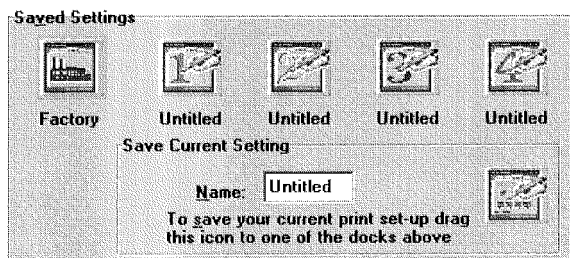
Color Advisor

The Color Advisor helps you when using color in your documents. Color Advisor is not selectable when you select the Monochrome Color Model setting in the Graphics sheet. See Appendix C, *Using the Canon Color Advisor*, for information on taking advantage of its features. To enable the Color Advisor, click on the green ✓. Click on the red ⊗ symbol to disable it.



Saved Settings

You can save all Paper, Graphics, and Setting sheet selections in up to four print setups in the Saved Settings Docks. If you use a specific set of print options, you can save them in a Dock and then quickly and easily access them later.



Follow these steps:

1. Modify the settings in the Paper, Graphics, and Setting sheets.
2. Click on the Setting sheet tab and type a name in the Name field to identify the settings you want to save.
3. Drag the icon in the Save Current Setting box onto one of the four numbered Dock icons.
4. When you are prompted about saving your current setting, click **OK** to save. The Dock icon title is changed to the name you specified earlier.

Printing Speed Versus Color

The MultiPASS C2500 Windows printer driver can interpret and translate the full spectrum of colors, up to 16.7 million colors. When printing in color, there is a significant increase in the amount of information that the driver has to interpret and translate. When printing black ink only, the driver has only one color to interpret.

By decreasing the amount of colors that the printer driver has to interpret, you can significantly decrease the time needed to translate the information. This will speed up the overall printing process.

For Quick Color Printing

In the MultiPASS C2500 Windows printer driver, choose the following printing operations. These selections allow the printer driver to interpret and translate 256 colors, which will increase your printing speed. However, your print quality will not be optimized.

- ☐ Media Type—Plain Paper
- ☐ Print Quality—Standard; Fine is off
- ☐ Color Model—Color
- ☐ Print Model—Custom
- ☐ Color Selection—Fast Color

For High Quality Color Printing

For the MultiPASS C2500, select the printing options shown below to allow the printer driver to interpret and translate up to 16.7 million colors. Keep in mind that your print speed will be slower than with other setting combinations.

- ☐ Print Quality—High; Fine mode is on
- ☐ Color Model—Color
- ☐ Print Model—Automatic

For Monochrome Printing

Use the BC-20 Black BJ cartridge to optimize the printer's performance when you are printing black text and graphics only.

In the printer driver, choose the following printing options to tell your MultiPASS C2500 to print using black ink only.

- ☐ Media Type—Plain Paper
- ☐ Print Quality—Standard
- ☐ Color Model—Monochrome
- ☐ Print Model—Automatic

Other Ways to Improve Print Speed in Windows

To improve printing speed, you can try the following:

- **Turn off the Print Manager in the Windows Control Panel (Windows 3.1 only).**
This avoids the extra step of sending the print file to the Print Manager and may increase your printing speed by as much as 25%, depending on the computer you are using.
- **Add a permanent swap file in Windows 3.1.**
Under the 386 Enhanced icon in the Windows Control Panel, add or create a permanent swap file that is from 4 MB to 9 MB. The computer will be able to prepare the print file faster. See your Windows documentation for instructions.
- **Avoid diffusion halftones.**
In the Custom Settings dialog box, choose Diffusion for halftoning only when printing final output or photographic images. Choosing Fine allows documents to print as much as 20% faster because the computer does not need to compute to “best possible position” for each dot.
- **Avoid screen-matched color.**
In the Custom Settings dialog box, avoid Match as the Color Adjustment setting. The screen matching feature takes longer to process in the computer because it requires special information.
- **Avoid automatic settings.**
Although the automatic settings are easy to use, the computer must interpret the printed page. This takes more time than if you select each setting.
- **Free up your memory.**
Use only one software program at a time and unload any screen saving utilities or programs stored in Windows background; this frees up more memory for Windows processing.
- **Use Monochrome when possible.**
If you will be printing text in black ink only, choose a Color Selection of Black and White rather than Grayscale. Print draft documents in Monochrome rather than Color, or use Draft print quality when printing color.

- **Limit the number of colors on each page.**
The computer will need to calculate and transmit fewer dots. Too many colors can make the image confusing and less effective as well as cause the print speed to slow down.
- **Use primary colors when printing presentation graphics.**
Use black, cyan, yellow, magenta, blue, green, and red when possible. The computer will need to calculate and transfer fewer dots.
- **Use the Draft print quality.**
The printer will need to image fewer dots.
- **Use Plain Paper as the Media Type.**
The print head will make only one pass for each printed line.
- **Use smaller graphics and more white space in your documents.** The computer will be able to prepare the print file faster.
- **Add RAM to your computer.**
The computer will be able to prepare the print file faster.
- **Use a computer with a faster processor.**
The computer will be able to prepare the print file faster.

Printing on Envelopes

You can stack up to 20 envelopes in the paper cassette.

U.S. Commercial number 10 (COM10) envelopes and European DL envelopes are recommended. You may be able to stack envelopes of other sizes in the paper cassette; however, Canon cannot guarantee consistent performance on envelope sizes other than COM10 and DL.



The following envelopes are not recommended because they may cause jams or smears, or may damage your MultiPASS C2500.

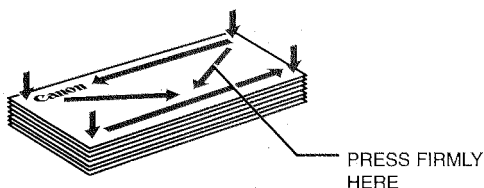
- ☐ Envelopes with windows, holes, perforations, cutouts, and double flaps.
- ☐ Envelopes made with special coated paper or deeply embossed paper.
- ☐ Envelopes using peel-off sealing strips.
- ☐ Envelopes in which letters have been enclosed.

When you are ready to print on envelopes, follow these steps to stack envelopes in the paper cassette.

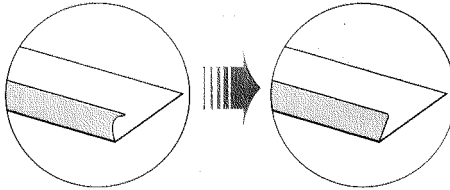
1

Prepare the envelopes.

- ☐ Arrange the stack of envelopes on a firm surface and press down firmly on the edges to make the folds crisp.
- ☐ Press all the way around the envelopes to remove any curls and expel air from inside the envelopes.

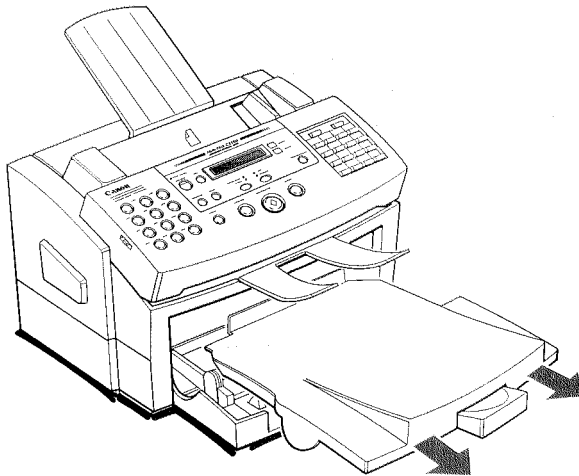


- Make sure any curls are removed from the flap of each envelope.



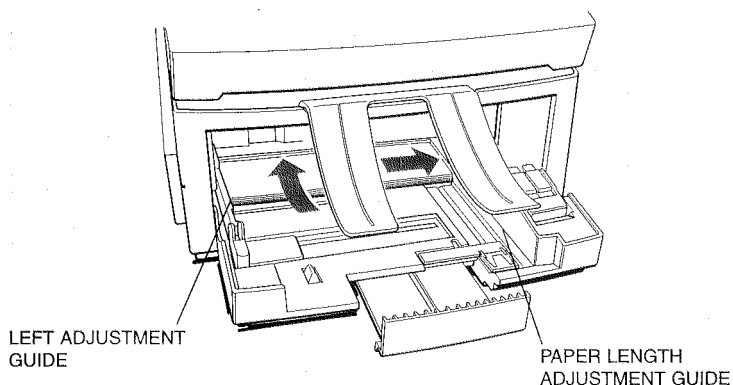
2

Remove the
paper cassette
cover on the
MultiPASS C2500.



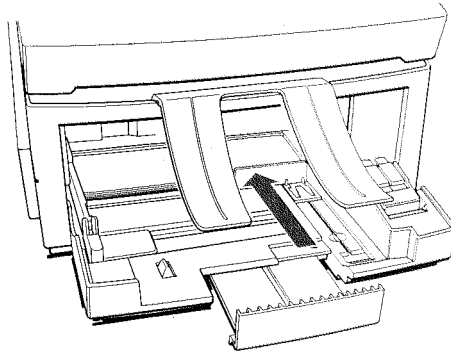
Insert envelopes.

- Slide the left adjustment guide to fit the width of the envelope.
- Place the envelopes in the paper cassette face down with flap toward back of printer.
- Make sure the stack rests against the back and right side of the cassette.
- Do not fill the paper cassette past the limit mark on the left.



Adjust the guides to the envelopes.

- Lift the paper length adjustment guide.
- Slide both the left adjustment guide and the paper length adjustment guide so that both touch the envelopes, keeping them in place.



- Replace the paper cassette cover.



Note

Be sure to select a Paper Size of Envelope in the Paper tab.

Using the MultiPASS C2500 3 as a Stand-alone Fax

You can use the MultiPASS C2500 as a stand-alone fax to send paper faxes. Before sending faxes, you may want to set up the numbers you plan to use for automatic dialing methods such as one-touch speed dialing. You can also set up the resolution and contrast of the fax reproduction.

This chapter describes:

- Entering information in the MultiPASS C2500
- Preparing to send a paper fax
- Sending a document
- Sending a document to more than one location
- Delayed transmission
- Receiving documents
- Requesting a document from another fax
- Setting up special receiving features

Entering Information in the MultiPASS C2500

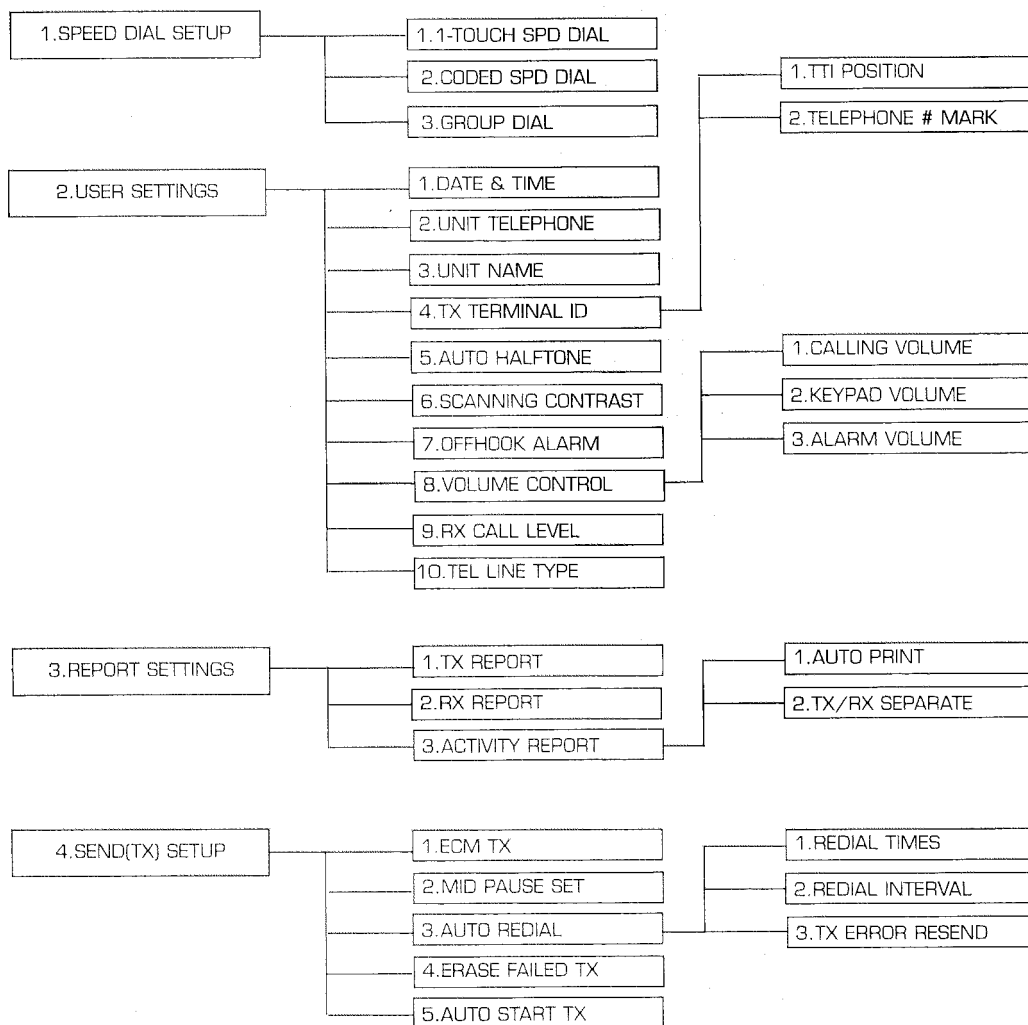
When you are using the MultiPASS C2500 as a stand-alone fax machine, you will want to enter information into the unit, such as the fax numbers you dial most frequently. The MultiPASS C2500 includes an extensive menu system that you access from the operator panel; this menu system allows you to enter the information that will control your fax operations.

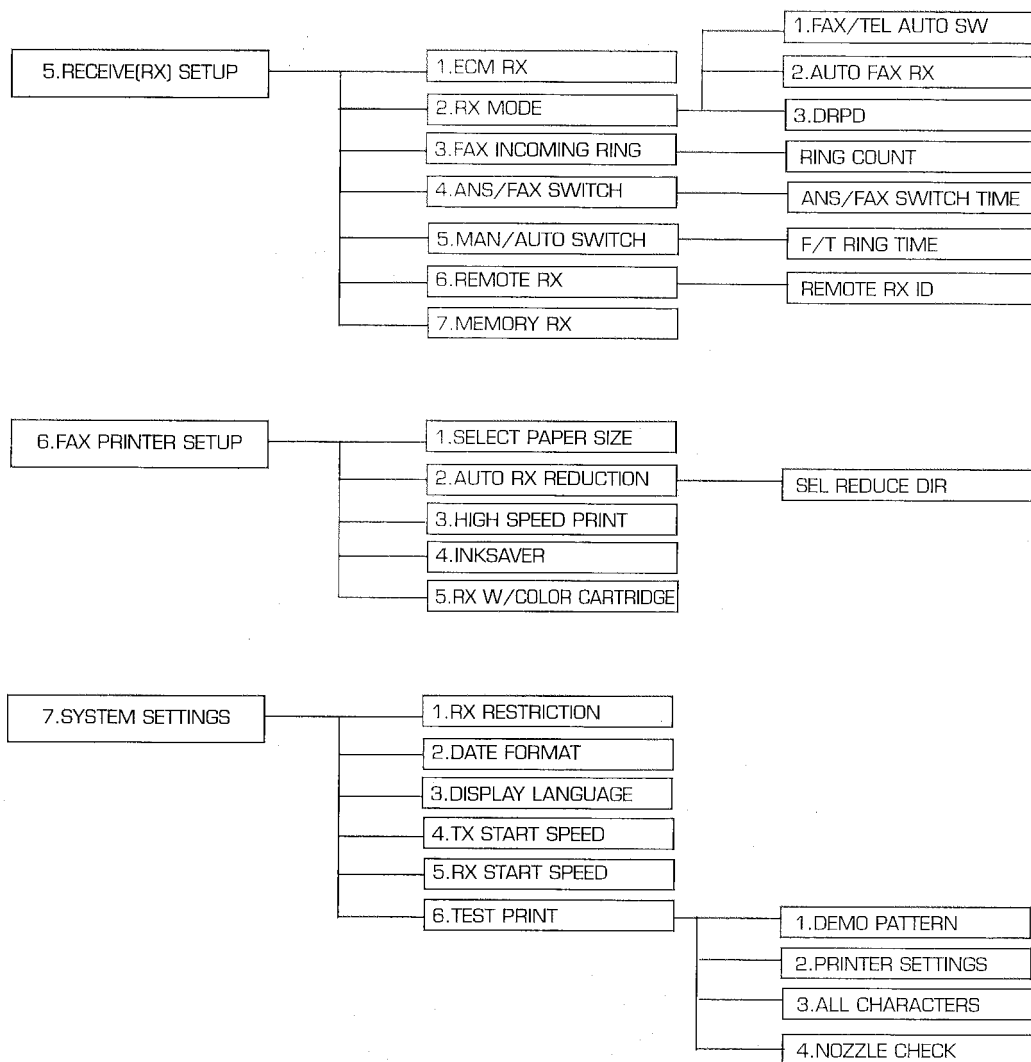
When you are entering information in your MultiPASS C2500, follow these guidelines.

- If you pause and do not make an entry for more than 60 seconds, the MultiPASS C2500 returns to standby mode. You must start the procedure over from the beginning.
- If you make a mistake while entering registration information, you can press **STOP** and start the procedure over from the beginning, or you can press **CLEAR** (on the one-touch speed dialing keypad) and re-enter the current information.

Using the Menu System

The MultiPASS C2500 includes a menu system that you use to enter information and select fax and telephone operations. The main system includes these items:





For a complete description of these options, see Appendix B, *LCD Menu System*. Be sure to look through this information to see all the options available for controlling your MultiPASS operations.

Entering Data

In general, follow these steps to access the menus and make selections:

1

Press
FUNCTION.



The light comes on.

Then press DATA
REGISTRATION.

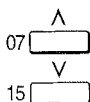


REGISTRATION
1. SPEED DIAL SETUP

2

Press $\wedge$ or $\vee$ to
scroll through
the menus.

- The LCD displays each of the menu titles.



DATA REGISTRATION
2. USER SETTINGS

3

When you see
the menu you
want to access,
press SET.

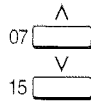
- The LCD displays the first selection for the selected menu.



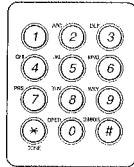
USER SETTINGS
1. DATE & TIME

4

You can now
make a selection
in one of
two ways.



Press the arrow buttons to view the possible selections.



Enter data using the numeric buttons.

5

After selecting
or entering a
value, press SET.



DATE & TIME

○ Repeat steps 4 and 5 as needed.

6

Press STOP to
complete the
procedure.



The MultiPASS C2500 returns to
standby mode.



Note

After 60 seconds with no operator panel input, the MultiPASS C2500 returns to standby mode and any incomplete changes are lost.

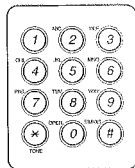
Entering a Number

Whenever you are prompted to enter a fax number or a telephone number, follow these procedures.

1

Use the numeric buttons to enter the number.

- You can enter up to 20 digits for your fax number or 120 digits for a speed dialing number.
- Be sure to enter 1 and the area code, if necessary, to dial a different area code.
- You cannot enter dashes, slashes, commas, or other punctuation.

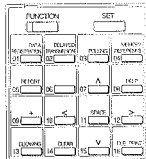


TEL =

2

Use the one-touch speed dialing keypad.

- To enter a space between numbers, press **SPACE**.
- If you make a mistake, press **CLEAR** and enter the number again.
- To erase a previously registered number, press **CLEAR**. You can also enter a new number over the old one.



NAME

:A

If you need to enter a pause for any reason.

- Press **PAUSE** at the desired point in the sequence when entering a series of digits. The **PAUSE** button is on the operator panel.
- A pause causes the dialing procedure to wait for a few seconds before continuing with the rest of the numbers. You enter a pause to allow a system to respond before dialing more numbers. For example, you may need to enter a pause after dialing 9 to get an outside line or you may need to enter a pause between a phone number and a credit card number for phone charges. Pauses are often required between country codes and city codes when dialing international fax numbers.
- A pause within a number is two seconds long. You can adjust the length of this pause using MID PAUSE SET in the SEND(TX) SETUP menu (see page B-4). A pause at the end of a number is fixed at 10 seconds.

PAUSE



Enters a pause.

Entering a Name

Whenever you enter a fax number or a telephone number, you can assign a name to that number. To enter a name from the operator panel, you use the numeric buttons to create alphanumeric characters.

Each button has a certain letter group plus a digit assigned to it; an uppercase set followed by a lower case set of characters. Each time you press the button, it steps to the next character in the group.



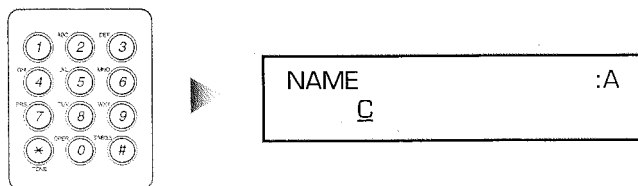
Note

To switch between entering numbers and letters, press ***** on the numeric keypad. When you are in numeric mode, the number 1 appears in the upper right corner of the LCD display. When you are in letter mode, an A appears in the upper right corner.

Use this chart to determine which number to press for each character. (These numbers and letters are the same as on a regular telephone dial.)

To enter	Press this numeric button	To enter	Press this numeric button
ABCabc	2	PQRSpqrs	7
DEFdef	3	TUVtuv	8
GHIghi	4	WXYZwxyz	9
JKLjkl	5	- . * # ! " , ; : ^ ` } _ = / ' ? \$ @ % & + () [] { } < >	#
MNOmno	6		

- First press the numeric button corresponding to the character you want.
- Press the numeric button repeatedly until the character you want appears in the display. For example, to enter a capital C, press 2 three times:



- You can enter up to 16 characters in a name.
- To enter a space between characters, press **SPACE** or move the cursor to the right using >.
- To move the cursor within the name, press < or >.
- To correct a mistake, use the arrow buttons to move the cursor under the mistake; then enter the correct character. You can also press **CLEAR** to begin again; then simply enter the name again.
- To erase a previously registered name, press **CLEAR** or simply enter the new name over the old one.



Note

To enter a symbol, make sure you are in letter mode (press the * button if not), then press the # button repeatedly until the symbol you want appears. Press any other button or > to enter the symbol and move the cursor.

Setting Up One-Touch Speed Dialing

A quick way to dial a fax number or telephone number is to use one-touch speed dialing. This allows you to dial a frequently called number by pressing a single button. Before you can use one-touch speed dialing, you must register the fax number you want to call with your MultiPASS C2500.

You can store up to 16 one-touch speed dialing numbers.

1

Press
FUNCTION.



The light goes on.

Then press DATA
REGISTRATION.



DATA REGISTRATION
1. SPEED DIAL SETUP

2

Press SET.



SPEED DIAL SETUP
1. 1-TOUCH SPD DIAL

3

Press SET again.



1-TOUCH SPD DIAL
01=

4

Use $\wedge$ or $\vee$ to select the number you want to use.

- The one-touch numbers are 01 to 16.

$\wedge$
07
 $\vee$
15

1-TOUCH SPD DIAL
07=

- You can also do this by pressing **FUNCTION**, then pressing the one-touch speed dialing button, then pressing **FUNCTION** again.
- If a number is already registered for this one-touch speed dialing button, the LCD displays the number.
- If a number is already used for group dialing, the LCD displays GROUP DIAL.

Then press SET.

SET

1-TOUCH SPD DIAL
1.TELEPHONE NUMBER

5

Press SET again.

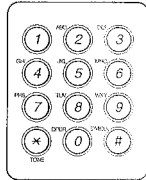
SET

TELEPHONE NUMBER
TEL=

6

Enter the party's number using the numeric buttons.

- The number can be up to 120 digits.



TELEPHONE NUMBER
TEL= 18005264345

Press SET to register the number.

SET



TELEPHONE NUMBER
DATA ENTRY OK

1-TOUCH SPD DIAL
2.NAME

7

Press SET again.

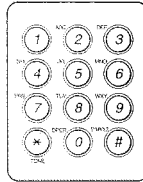
SET



NAME :A

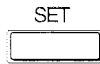
Enter the party's name using the numeric buttons.

- You can enter up to 16 characters.



NAME :A
CANON FAX BACK

Press SET to register the name.



NAME :A
DATA ENTRY OK

1-TOUCH SPD DIAL
08=

- To assign additional one-touch speed dialing numbers, start from step 4.

Press STOP to complete the procedure.



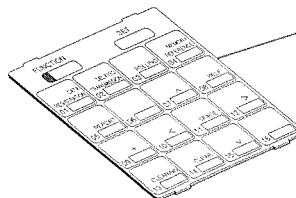
The MultiPASS C2500 returns to standby mode.



Note

Using the speed dialing faceplate

For quick reference, you can write the names for the one-touch speed dialing numbers you register on the faceplate.



FACEPLATE

Setting Up Coded Speed Dialing

If you have more than 16 fax numbers you want to store for speed dialing, you can use coded speed dialing. Coded speed dialing allows you to dial numbers quickly by pressing three buttons—the **CODED DIAL** button and a two-digit code. Each two-digit (00-89) coded speed dialing number can contain either a fax number or a telephone number. You can register up to 90 locations with each number containing up to 120 digits.

The coded speed dialing numbers are independent of the one-touch speed dial numbers. Therefore, you can store up to 106 frequently dialed numbers.

1

Press
FUNCTION.



The light goes on.

Then press DATA
REGISTRATION.



DATA REGISTRATION
1. SPEED DIAL SETUP

2

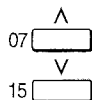
Press SET.



SPEED DIAL SETUP
1. 1-TOUCH SPD DIAL

3

Use ^ or v to
select CODED
SPD DIAL.



TEL REGISTRATION
2. CODED SPD DIAL

Then press SET.



CODED SPD DIAL
*00=

4

Use $\wedge$ or $\vee$ to select the two-digit code you want to assign to the number.

- Select a number between 00–89.



CODED SPD DIAL
*15=

Then press SET.



CODED SPD DIAL
1. TELEPHONE NUMBER

5

Press SET again.



TELEPHONE NUMBER
TEL=

6

Enter the party's number.

- The number can be up to 120 digits.



TELEPHONE NUMBER
TEL= 3334567

Press SET to register the number.



TELEPHONE NUMBER
DATA ENTRY OK

7

Enter the name.

- Use the numeric buttons; then press **SET** to register the name.
- To assign additional coded speed dialing numbers, start from step 4.
- Press **STOP** to complete the procedure; the MultiPASS C2500 returns to standby mode.

Setting Up Group Dialing

Group dialing allows you to dial a group of numbers so you can send the same document to several destinations. You must register the numbers as a group under a one-touch speed dialing button or a coded speed dialing code.



Note

You must first register the one-touch speed dialing and coded speed dialing numbers before you can enter them in a group dialing number.

Registering a Group Dialing Number

1

Press
FUNCTION.



The light goes on.

Then press DATA
REGISTRATION.



REGISTRATION
1. SPEED DIAL SETUP

2

Press SET.



SPEED DIAL SETUP
1. 1-TOUCH SPD DIAL

3

Use ^ or v
to select
GROUP DIAL.



SPEED DIAL SETUP
3. GROUP DIAL

Then press SET.



GROUP DIAL
01=

4

Use $\wedge$ or $\vee$ to display the number you want to use to register the group.

07 $\wedge$
15 $\vee$



GROUP DIAL
10=

- You can press **CODED DIAL** and a two-digit code to skip the one-touch speed dialing buttons.
- If a number is already assigned to the button or code, the LCD displays a message, such as 01=CODED SPD DIAL. If this happens, choose another number.

Then press SET.

SET
[]



GROUP DIAL
1. TELEPHONE NUMBER

5

Press SET again.

SET
[]



TEL=

6

Enter the fax numbers, one after the other, that you want to include in this group.

- To enter one-touch speed dialing numbers, press **FUNCTION**; the light goes off. Then press the desired one-touch speed dialing button(s). Press **FUNCTION** again; the light comes on.
- To enter coded speed dialing numbers, press **CODED DIAL**. Then use the numeric buttons to enter the two-digit code. Press **CODED DIAL** before you enter each coded speed dialing number.

After entering all the numbers in the group, press SET.

SET
[]



GROUP DIAL
2. NAME

7

Press SET again.

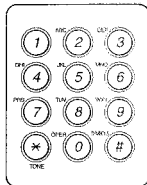


NAME	:A
—	

8

Enter the group name using the numeric buttons.

- The name can be up to 16 characters.



NAME	
CANON GROUP	

Then press SET.



NAME	:A
DATA ENTRY OK	

GROUP DIAL
11=

- To register additional groups, continue from step 4.

9

Press STOP to complete the procedure.



The MultiPASS C2500 returns to standby mode.

Changing a Group Dialing Number

Use these steps to make group dialing changes to:

- ☐ Add or delete numbers in a group.
- ☐ Change the name of the group.
- ☐ Cancel group dialing for a specific one-touch button or coded dial code.

1

Start the
Procedure.

- ☐ Follow the same steps you would use to register the group dialing numbers and names.
- ☐ See steps 1 to 3 starting on page 3-16.

2

Press $\wedge$ or $\vee$ to
display the
number you
want to change.

- ☐ Find the one-touch or coded speed dialing number that contains the group you want to change.

$\wedge$
07
 $\vee$
15



GROUP DIAL
10=GROUP DIAL

Then press SET.

SET



GROUP DIAL
1. TELEPHONE NUMBER

3

Press SET again.

- ☐ The MultiPASS C2500 displays the first speed dialing number in the group.

SET



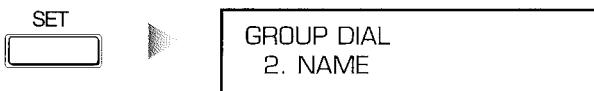
TEL = 8005264345
01 CANON FAX BACK

4

Make your corrections.

- If you want to add one-touch or coded speed dialing numbers to the group, enter them now; follow the instructions in step 6 on page 3-17.
- To erase one-touch or coded speed dialing numbers from the group, first press $\wedge$ or $\vee$ to locate the name of the number you want to erase. Then press **CLEAR**.

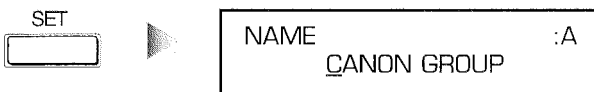
Then press SET.



5

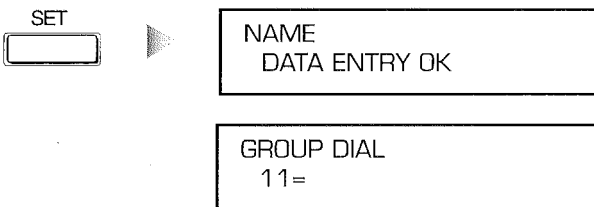
Press SET again.

- To change the name of the group, enter the new name now.



6

Press SET again.



- If you want to change more group dialing numbers, start this procedure again.

7

Press STOP to complete the procedure.



The MultiPASS C2500 returns to standby mode.

Preparing to Send a Paper Fax

You can control the resolution and density of the fax reproduction when sending or copying documents.

Resolution defines the quality of the document reproduction. Use standard resolution for most text documents. For documents with photographs or very fine print, you may want to use Fine resolution.

Setting the Resolution

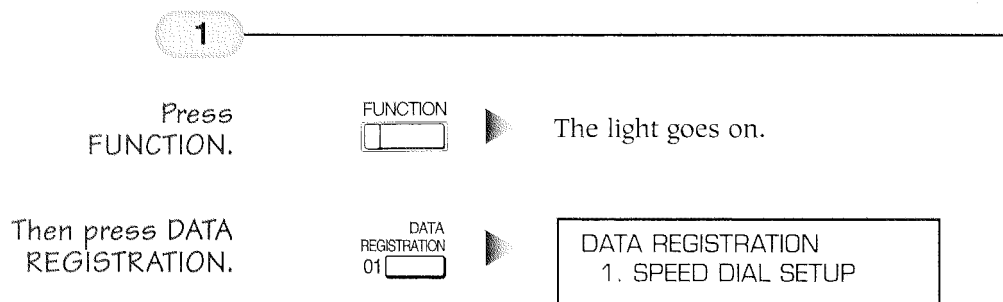
For standard resolution, make sure the **STANDARD** light is on. Standard resolution is 203 dpi × 98 dots per inch (dpi). This setting saves you money on your phone bill because the amount of data that is transmitted is less and, therefore, takes less time.

For fine resolution, make sure the **FINE** light is on. Fine resolution is 203 dpi × 196 dpi. The higher the resolution, the better the print quality.

The AUTO HALFTONE Setting

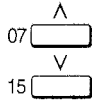
When you are faxing documents that contain photos, you can use the AUTO HALFTONE setting in the USER SETTINGS menu. With this setting turned on, areas of the document that contain photos are automatically scanned with 64 levels of gray, rather than just two levels, black and white. This results in a much better reproduction of the photograph. (AUTO HALFTONE ON is the default setting.)

To turn AUTO HALFTONE ON (if you previously turned it OFF), follow these steps:



2

Use $\wedge$ or $\vee$ to
select USER
SETTINGS.



DATA REGISTRATION
2. USER SETTINGS

Then press SET.



USER SETTINGS
1. DATE & TIME

3

Use $\wedge$ or $\vee$ to
select AUTO
HALFTONE.



USER SETTINGS
5. AUTO HALFTONE

Press SET.



AUTO HALFTONE
OFF

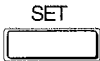
4

Use $\wedge$ or $\vee$ to
select ON.



AUTO HALFTONE
ON

Then press SET.



USER SETTINGS
6. SCANNING CONTRAST

5

Press STOP to
complete the
procedure.



The MultiPASS C2500 returns to
standby mode.

Setting the Scanning Contrast

You can adjust the scanning density by changing the contrast control in the USER SETTINGS menu. For light originals, choose the DARKER setting. For dark originals, choose the LIGHTER setting. STANDARD is the default and it is acceptable for most settings. When you set AUTO HALFTONE ON, the MultiPASS C2500 automatically sets the density (contrast).

To change the Contrast setting, follow these steps:

1

Press
FUNCTION.



The light goes on.

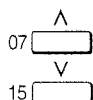
Then press DATA
REGISTRATION.



DATA REGISTRATION
1. SPEED DIAL SETUP

2

Use $\wedge$ or $\vee$ to
select USER
SETTINGS.



DATA REGISTRATION
2. USER SETTINGS

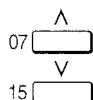
Then press SET.



USER SETTINGS
1. DATE & TIME

3

Use $\wedge$ or $\vee$
to select
SCANNING
CONTRAST.



USER SETTINGS
6. SCANNING CONTRAST

Then press SET.

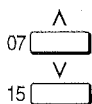


SCANNING CONTRAST
STANDARD

4

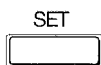
Use $\wedge$ or $\vee$
to select
the contrast
you want.

○ The options are: Darker, Lighter, Standard.



SCANNING CONTRAST
LIGHTER

Then press SET.



USER SETTINGS
7. OFFHOOK ALARM

5

Press STOP to
complete the
procedure.



The MultiPASS C2500 returns to
standby mode.

Sending a Document

The MultiPASS C2500 starts sending a document while it is being scanned into memory. When scanning a multi-page document the unit calls the other party after the first page is scanned. Once connection is made, the MultiPASS C2500 begins to transmit the information while the remaining pages are being scanned.

Regular Dialing

1

Feed the document.

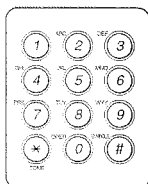
- Place the document face-down in the Automatic Document Feeder (ADF). See page 1-18.

DOCUMENT READY

2

Dial the other party's fax number.

- Use the numeric buttons to dial the number.



TEL= 4447890

Press
START/COPY.



The MultiPASS C2500 begins sending the document.

- The MultiPASS C2500 beeps once to indicate that the document has been scanned successfully.
- The MultiPASS C2500 automatically redials if the receiving fax does not answer, if the line is busy or if there is an error in transmission.
(You can specify the number of times it redials using the AUTO REDIAL option in the SEND(TX) SETUP menu; see page B-4.
- If an error occurs during sending, the MultiPASS C2500 beeps intermittently for a few seconds. If this happens, try sending the fax again.
- If the **ALARM** light is flashing, correct the error and then press **STOP**. See Chapter 9, *Troubleshooting*, for details.

Automatic Dialing

You can send a document using one-touch or coded speed dialing. You must register the one-touch speed dialing numbers or the coded speed-dialing numbers before you can send documents using these automatic dialing methods.

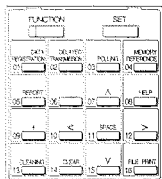
Feed the
document.

- Place the document face-down in the ADF.

DOCUMENT READY

Use automatic dialing.

- Press the one-touch speed dialing button assigned to the number to you wish to fax.

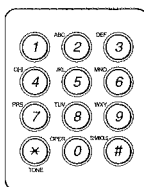


TEL= 1234567899
01 CANON

or

- Press **CODED DIAL** and enter the appropriate two-digit coded speed dialing code.

CODED DIAL



TEL= 1234567899
*00 CANON

- If a number is not registered for the button or codes, the LCD displays NO TEL # message. Make sure you pressed the correct button or entered the correct code and that the number you want to dial is registered correctly.
- If you make a mistake, press **STOP**. Then press the correct one-touch speed dialing button or press **CODED DIAL** and re-enter the code.
- If the ALARM light is flashing for any reason, correct the error and press **STOP**. If necessary, refer to Chapter 9, *Troubleshooting*.
- Five seconds after you press the speed dialing button (or enter the code), the MultiPASS C2500 starts scanning your document.

Sending a Document Using Group Dialing

1

Feed the document.

- Place the document face-down in the ADF.

DOCUMENT READY

2

Choose the group you wish to send to.

- Press the one-touch speed dialing button or press **CODED DIAL** and the code under which you registered the group.

TEL=GROUP DIAL
02 CANON GROUP

3

Press
START/COPY.

TRANSMIT XXXX
SCANNING DOC. P.001

- The MultiPASS C2500 starts scanning your document into memory five seconds after you select the group to which you will send the fax, even if you do not press **START/COPY** (ten seconds if you are sending to more than one group).
- After scanning the document into memory, the MultiPASS C2500 automatically dials each number in the group.
- If there is no group registered under the one-touch speed dialing button or the two-digit code, the LCD displays the **NO TEL #** message. Make sure you entered the correct number and that the group has been registered correctly for group dialing.
- If you make a mistake when dialing, press **STOP**. Then try again.

Redialing

Manual

To start dialing again, just press **REDIAL**. The MultiPASS C2500 redials the previous number you dialed with the numeric buttons. Make sure the document is in the ADF.

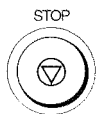
Automatic

The MultiPASS C2500 automatically redials if the first attempt at sending fails (for example, if the line is busy). The unit redials twice, and the time between redials is two minutes. (These are the default settings.) The LCD displays AUTO REDIAL while the MultiPASS C2500 is redialing.

If the MultiPASS C2500 fails to make a connection after the last redial, it beeps.

You can change the number of redials and the time between redials, and you can set the MultiPASS C2500 to save the document in memory if it encounters an error while sending. The redialing options are in the SEND(TX) SETUP menu; see page B-4.

To cancel automatic redialing



To cancel automatic redialing, press the **STOP** button. However, you cannot cancel redialing while the LCD displays AUTO REDIAL (the unit is waiting to redial). In this case, wait until dialing begins and then press **STOP** to cancel redialing.

Manual Sending

If you would like to speak with the other party before sending a fax to them, you may do so; this is called manual sending. To use manual sending, you must have a telephone connected to the MultiPASS C2500.

1

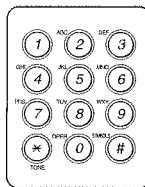
Feed the document.

- Place the document face-down in the ADF.

DOCUMENT READY

2

Pick up the telephone or press HOOK, and dial the other party's fax number.



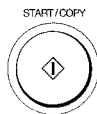
TEL= 3457890

- You can use regular dialing or any of the automatic dialing methods.

3

Converse with the other party.

- If a person answers, pickup the telephone and converse normally. When you are ready to send the fax, ask them to press the start button on their fax. Then press **START/COPY** on your unit and hang up the telephone.



Faxing starts.

Messages Displayed During Sending

When sending a document, the MultiPASS C2500 displays the following messages as the call progresses.

- The MultiPASS C2500 scans the document and starts dialing the recipient's phone number.

TRANSMIT	XXXX
SCANNING DOC.	P.001

- The recipient's phone is ringing and the display begins changing every two seconds. The display shows the transmission number, the recipient name, and the fax number dialed.
- After the document is sent, the MultiPASS C2500 beeps once; the display then tells you when the transmission ends.

11/27/96 WED.	12:52
TRANSMITTING OK	

11/27/96 WED.	12:52
TX/RX NO.	XXXX

Cancel Sending

To stop sending before a fax is complete, follow these steps:

1

Press STOP.



CANCEL DURING TX/RX?	
YES=[*]	NO=[#]

2

Press * or #.

○ Press * to cancel the transmission, or press # to continue the transmission.



If you press **STOP** while the document is being scanned, you may need to open the operator panel to remove the document. See page 1-21 for details.

Resending a Document that Encountered an Error

If your attempt to send a document fails, you can try resending it to the same destination without scanning it again provided you have set the ERASE FAILED TX option to OFF (see page B-4). When ERASE FAILED TX is OFF, the document you tried to send stays in memory after the failed transmission and after all redial attempts.

1

Press
FUNCTION.



The light comes on.

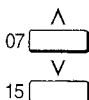
Then press
MEMORY
REFERENCE.



MEMORY REFERENCE
1. DELETE DOCUMENT

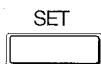
2

Use ^ or v to
select MEM
RETRANSMIT.



MEMORY REFERENCE
2. MEM. RETRANSMIT

Then press SET.



MEM. RETRANSMIT
TX/RX NO. —

3

Use $\wedge$ or $\vee$ to select the TX/RX number you want to resend.

$\wedge$
07
 $\vee$
15

MEM. RETRANSMIT
TX/RX NO. 0002

Then press SET.

SET

The MultiPASS C2500 dials the number and sends the fax. It then returns to standby mode.

- The document is erased from memory after it is sent.

Printing a List of the Documents in Memory

The MultiPASS C2500 can print a list of any faxes stored in memory, along with the transaction (TX/RX) number of each. Once you know the transaction number of a fax in memory, you can print the fax, send it to another location, or delete it.

1

Press
FUNCTION.

FUNCTION

The light comes on.

Then press
MEMORY
REFERENCE.

MEMORY
REFERENCE
04

MEMORY REFERENCE
1. DELETE DOCUMENT

2

Use $\wedge$ or $\vee$ to
select DOC
MEMORY LIST.

$\wedge$
07
 $\vee$
15

MEMORY REFERENCE
3. DOC. MEMORY LIST

Then press SET.

SET

PRINTING REPORT

- The MultiPASS C2500 automatically returns to standby mode.

Printing a Document Stored in Memory

1

Press
FUNCTION.



The light comes on.

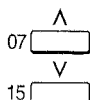
Then press
MEMORY
REFERENCE.



MEMORY REFERENCE
1. DELETE DOCUMENT

2

Use ^ or v to
select PRINT
DOCUMENT.



MEMORY REFERENCE
4. PRINT DOCUMENT

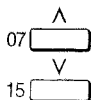
Then press SET.



PRINT DOCUMENT
TX/RX NO. —

3

Use ^ or v to
select the TX/RX
number of the
fax you want
to print.



PRINT DOCUMENT
TX/RX NO. 0002

Then press SET.



PRINT 1ST PG ONLY?
YES={*} NO={#}

4

Press * or #.

- Press * to print the first page of the fax, or # to print the entire document.



TX/RX NO.	0002
PRINTING	P.001/001

5

Press STOP to complete the procedure.



The MultiPASS C2500 returns to standby mode.

Sending a Document Stored in Memory to Another Location

Documents stored in memory can easily be sent out again. For instance, if you get an error or busy signal when sending a document from memory, you can send it to another destination without scanning it again provided you have set ERASE FAILED TX to OFF (see page B-4). You can also send a document received in memory (from another fax machine) to another location.

1

Press
FUNCTION.



The light comes on.

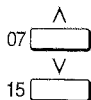
Then press
MEMORY
REFERENCE.



MEMORY REFERENCE 1. DELETE DOCUMENT
--

2

Use $\wedge$ or $\vee$
to select
MEMORY TX.



MEMORY REFERENCE
5. MEMORY TX

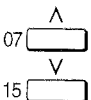
Then press SET.



MEMORY TX
TX/RX NO. _____

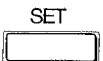
3

Use $\wedge$ or $\vee$ to
select the TX/RX
number of the
fax you want
to send.



MEMORY TX
TX/RX NO. 0002

Then press SET.



MEMORY TX
SELECT LOCATIONS

4

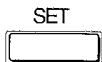
Enter the fax
number(s) you
want to send the
documents to.

- You can use regular dialing, speed dialing, or coded speed dialing in any combination.

TEL= _____

5

Press SET twice.



The MultiPASS C2500 dials the
number and sends the fax. It then
returns to standby mode.

- The document is erased from memory after it is sent.

Deleting a Document Stored in Memory

1

Press
FUNCTION.



The light goes on.

Then press
MEMORY
REFERENCE.



MEMORY REFERENCE
1. DELETE DOCUMENT

2

Press SET.

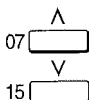


DELETE DOCUMENT
TX/RX NO. 0075

3

Use ^ or v to
select the TX/RX
number of the
fax you want
to delete.

- Pressing < or >, you can confirm the set time of the document and other party's fax number.



DELETE DOCUMENT
TX/RX NO. 0002

Then press SET.



OK TO DELETE?
YES=[*] NO=[#]

4

Press * to delete
the fax or #
to cancel.



TX/RX NO.	0002
ERASING END	



DELETE DOCUMENT	
TX/RX NO.	0002

5

Press STOP to
complete the
procedure.



The MultiPASS C2500 return to
standby mode.

Sending a Document to More Than One Location (Sequential Broadcasting)

Sequential broadcasting sends one document to more than one location.

You can send to a total of 107 destinations as follows:

One-touch speed dialing	=	16 destinations
Coded speed dialing	=	90 destinations
Regular dialing (numeric buttons dialing)	=	01 destination

or you can send to 105 group dialing destinations.

You can enter the one-touch and coded speed dialing numbers in any order. You simply press the one-touch speed dialing button, or press **CODED DIAL** followed by the two-digit code.

You can also include one destination using regular dialing. Remember that when using regular dialing, you must press **SET** after entering the number.

You can send up to 42 letter-size pages (based on the CCITT No. 1 Chart—standard resolution).



Note

If you often send to the same group of destinations, use group dialing (see page 3-16).

Transmitting the Document

1

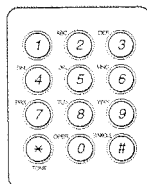
Feed the document.

- Place the document face-down in the ADF.

DOCUMENT READY

2

Dial the other party's number.



TEL= 1234567

- You can send to up to 107 destinations.
- Simply enter the numbers one after the other: press the desired one-touch speed dialing button or press **CODED DIAL** followed by the two-digit code.
- You can enter only one number directly from the numeric keypad using regular dialing. Remember to press **SET** after entering the number.
- You must press the second speed dialing number within five seconds of pressing the first one. Each subsequent speed dialing number must be entered within ten seconds of the preceding one.

Press
START/COPY.



TRANSMIT
SCANNING DOC.

XXXX
P.001

- The MultiPASS C2500 scans the entire document into memory and begins sending.
- The MultiPASS C2500 begins the operation approximately ten seconds after you press the last button (five seconds if you press only one button) even if you do not press **START/COPY**.
- To cancel a transmission, press **STOP** during the dialing or transmission. All subsequent transmissions in the sequence are cancelled.



If the memory becomes full while scanning your document, the LCD displays MEMORY FULL. You may need to open the operator panel to remove the document. Try sending the document to one location at a time.

Delayed Transmission

Your MultiPASS C2500 can send documents automatically at a preset time. This allows you to take advantage of lower late night long-distance rates offered by some telephone companies.

1

Feed the document.

- Place the document face down in the ADE.

DOCUMENT READY

2

Press FUNCTION.



The light goes on.

Then press DELAYED TRANSMISSION.



DELAYED TX
1.REGISTER

3

Press SET.



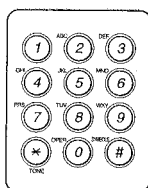
DELAYED TX
SET TIME 21:40

4

Enter the desired sending time using the numeric buttons.

- Set the time using the 24-hour clock system. Precede single digits with a zero.

Example:
07:30 = 7:30 a.m.
17:05 = 5:05 p.m.



DELAYED TX
SET TIME 23:00

- Press **CLEAR** if you need to re-enter the time.

5

Press SET.

SET



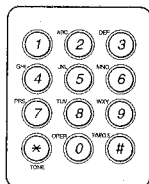
DELAYED TX
SELECT LOCATIONS

TEL=

6

Dial the other party's fax number.

- You can enter the other party's fax number using the numeric buttons (one location only), one-touch speed dialing, or coded speed dialing.



TEL= 1234567

- To enter one-touch speed dialing numbers, press **FUNCTION**; the light goes off. Then press the desired one-touch speed dialing button(s). Press **FUNCTION** again; the light goes on.
- If you use the numeric buttons, press **SET** after entering the number to register it before going on to the next number.

7

Press **SET**. ○ The MultiPASS C2500 scans the document into memory.



When the set time comes, the MultiPASS C2500 dials and sends the document.

Sending Other Documents While the MultiPASS C2500 Is Set for Delayed Sending

Because the MultiPASS C2500 is multitasking, you can send, receive, and copy other documents even when the MultiPASS C2500 is set for sending at a preset time. The MultiPASS C2500 can register up to 20 preset sending operations at a time.

To send or copy other documents after setting the MultiPASS C2500 for delayed sending, simply send or copy using any other sending procedure described in this manual.

Receiving Documents

If the unit runs out of paper or if the BJ cartridge runs out of ink, the MultiPASS C2500 receives the remainder of the document in memory.

To stop receiving before the document is complete, press **STOP**.

If the **ALARM** light is flashing for any reason, correct the error and then press **STOP**. If necessary, see Chapter 9, *Troubleshooting*.

If an error occurs, the MultiPASS C2500 beeps intermittently for a few seconds. If this happens, contact the other party and have them resend the document.

Receiving Documents Automatically Over a Dedicated Fax Line

When the MultiPASS C2500 is set up for a dedicated fax line, it automatically receives the document whenever a call comes over the fax line.

1

Set the
MultiPASS
C2500 for
a dedicated
fax line.

- In the RECEIVE(RX) SETUP menu, make sure the RX MODE option is set to AUTO FAX RX.

2

Press the **ANS**
HOOK UP/
MANUAL button
until both lights
are off.



The MultiPASS C2500 assumes all incoming calls are from another fax machine sending a document. It receives the documents automatically, accepting only those from fax machines and disconnecting all others.

Receiving Both Documents and Telephone Calls Automatically (FAX/TEL AUTO SW)

You can set the MultiPASS C2500 to monitor all incoming calls over the fax/telephone line. When the MultiPASS C2500 receives an incoming call, it checks to see if the call is from another fax machine trying to send a document or from someone wanting to talk to you.

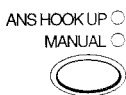
1

Set the MultiPASS C2500 for both fax and telephone communication.

- In the RECEIVE(RX) SETUP menu, make sure the RX MODE option is set to FAX/TEL AUTO SW.

2

Press the ANS HOOK UP/MANUAL button until both lights are off.



When the MultiPASS C2500 receives a call, it checks to see whether the call is from another fax machine or from a telephone.

How FAX/TEL Switching Works

If you set FAX INCOMING RING = OFF in the RECEIVE(RX) SETUP menu, the MultiPASS C2500 does not ring when it receives a call from another fax machine that is trying to send a document. This is so that you are not disturbed when your MultiPASS C2500 is communicating with another fax machine. The MultiPASS C2500 automatically receives the document.

If the call is from a person, the MultiPASS C2500 rings to alert you to pick up the phone.

If you do not pick up the telephone within 15 seconds (set by the F/T RING TIME option), the MultiPASS C2500 stops ringing. It checks again to make sure the call is not from a fax machine and then hangs up.

Receiving Documents Manually

You may want to set your MultiPASS C2500 to receive documents manually when you want to personally check each incoming call to see if it is from a fax or from a person. You must have a telephone attached to the MultiPASS C2500.

1

Press the **ANS HOOK UP/MANUAL** button repeatedly until the **MANUAL** light comes on.



Make sure the **ANS HOOK UP** light is off.

2

When the MultiPASS C2500 rings, pick up the telephone.

- If you hear a person's voice, start your conversation. If the caller wants to send a document after talking to you, wait on the line until you hear a slow beep, then press **START/COPY** to receive the document.
- If you hear a slow beep or silence, another fax is trying to send you a document. Press **START/COPY**.



Your MultiPASS C2500 begins receiving the document.

- Hang up the telephone after the MultiPASS C2500 displays **RECEIVE**. If you don't hang up, the MultiPASS C2500 beeps intermittently for a few seconds after you receive the document. To disable the beeping, set **OFF HOOK ALARM** to **OFF** in **USER SETTINGS** (see page B-2).
- When **OFF HOOK ALARM** is set to **ON**, you can talk on the phone, send a fax, and resume talking. After talking, you and the other party press **START/COPY**, but leave the telephone off the hook. After the fax is sent, the alarm beeps for both parties. You can both press **STOP** and resume talking.

Printing Documents Received in Memory

If one of the following errors occurs while the MultiPASS C2500 is receiving a document, the unit stores the document in memory:

- ☐ BJ cartridge runs out of ink
- ☐ BJ cartridge is not installed
- ☐ Paper cassette runs out of paper
- ☐ Paper jam occurs

The MultiPASS C2500 can store up to 42 letter-size pages (based on the CCITT No. 1 chart).

The LCD display shows **RECEIVED IN MEMORY** alternating with the error message when the memory contains documents. The MultiPASS C2500 will automatically print the contents of memory when you correct the problem.

After printing the document(s) stored in memory, the MultiPASS C2500 erases the document(s) from memory.



Note

If you are using the MultiPASS Desktop Manager and it is set to receive in memory, the MultiPASS C2500 stores incoming faxes in its memory when the computer is off. In this case, you will see the **RECEIVED IN FILE** message. See page 4-33 for details on receiving faxes with the MultiPASS Desktop Manager.

Receiving a Document Using a Telephone Connected to the MultiPASS C2500

If your telephone is connected to the MultiPASS C2500 but is not located near the unit, you can activate reception of a document manually by answering the extension phone without physically touching the MultiPASS C2500. The telephone must be plugged into either of the telephone or answering machine jacks on the MultiPASS C2500.

When you answer the telephone and a fax is being sent, press 25 on your telephone and then hang up. This switches the MultiPASS C2500 to receive mode.

- Make sure REMOTE RX = ON in the RECEIVE(RX) SETUP menu (see page B-6).
- The default two-digit number is 25. You can change this number using the REMOTE RX ID option of REMOTE RX (see page B-6).

Restricting Incoming Documents

To avoid unwanted “junk mail” from vendors or other persons, you can restrict receiving to parties who are registered for one-touch or coded speed dialing. When you use this procedure, only persons whose fax numbers are registered in your MultiPASS C2500 can send documents to you. Use the RX RESTRICTION option in the SYSTEM SETTING menu (see page B-8).

Receiving While Registering, Copying, or Printing

Because the MultiPASS C2500 supports multitasking, you can receive a document or a phone call while you are:

- Entering information
- Making a copy
- Printing a report manually

If you are making copies or printing a report manually and the MultiPASS C2500 receives a fax, it stores the document in memory. It then prints the document as soon as you finish making copies or printing the report. If you are entering information into the LCD menu system and the MultiPASS C2500 receives a fax, it prints the document immediately (it does not store the document in memory).

If you receive a phone call, you can converse normally while the MultiPASS C2500 is printing a fax from memory.

Requesting a Document From Another Fax (Polling Reception)

Polling reception lets you dial a fax machine and automatically receive a fax loaded in that machine. You can then receive faxes from someone even if they are not in their office to send them. The other fax must have transmit polling capability and the document must be placed in the document feeder or loaded in memory to be polled. (This process does not work in reverse; the MultiPASS C2500 cannot be polled by other fax machines.)

Requesting Another Fax to Send a Document

1

Press
FUNCTION.



The light comes on.

Then press
POLLING.



POLLING RX
1. SELECT LOCATIONS

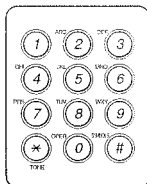
Then press SET.



TEL=

2

Dial the other
party's fax
number.



TEL= 4445555

- Enter the fax number(s) to poll. You can use regular dialing, one-touch speed dialing, or coded speed dialing, in any combination.

Press
START/COPY.



The MultiPASS C2500 starts after five seconds (ten seconds if you have entered more than one destination) even if you don't press **START/COPY**. The fax will start to poll automatically.

- Make sure there is no document loaded in the ADF.
- Polling reception starts.
- The MultiPASS C2500 beeps once to indicate that the document has been received successfully.
- If an error occurs during reception, the MultiPASS C2500 beeps intermittently for a few seconds. If this happens, try polling the fax again.
- The MultiPASS C2500 automatically redials if the other fax machine does not answer or if the line is busy. (you can specify the number of times it redials; using the **AUTO REDIAL** option in the **SEND(TX) SETUP** menu, (see page B-4).
- To stop polling before the fax is finished, press **STOP**.
- If the **ALARM** light is flashing for any reason, correct the problem and then press **STOP**. If necessary, refer to Chapter 9, *Troubleshooting*.



Note

You can request up to 107 locations to send you a fax using this feature and sequential broadcasting. (For information on sequential broadcasting, see page 3-38.)

If the sender is using a Canon fax machine, have him/her set the polling ID to 255 (1111 1111 binary). For details, refer to sender's fax manual.

Setting Up Special Receiving Features

Using the RECEIVE(RX) SETUP menu in the MultiPASS C2500, you can turn the following features on or off to suit your particular needs.

- ECM RX—Error Correction Mode corrects damaged data caused by line errors.
- FAX INCOMING RING—Controls the ringing of an attached telephone when you are receiving a fax call. When you turn this function on, you can also set the number of rings.
- MAN/AUTO SWITCH—To avoid missing incoming documents when the MultiPASS C2500 is set to manual receiving, you can set the unit to automatically answer the phone and switch to automatic receiving the incoming fax after it rings for a certain amount of times.
- MEMORY RX—Determines whether or not documents are received in memory.

The following table shows how the FAX INCOMING RING function works with the FAX/TEL AUTO SW setting:

Settings	Rings
FAX/TEL AUTO SW = OFF INCOMING RING = OFF	The MultiPASS C2500 never rings.
FAX/TEL AUTO SW = ON FAX INCOMING RING = OFF	The MultiPASS C2500 does not ring when it receives a fax, but does ring when it receives a telephone call.
FAX/TEL AUTO SW = OFF FAX INCOMING RING = ON or FAX/TEL AUTO SW = ON FAX INCOMING RING = ON	The MultiPASS C2500 rings to alert you that a call is coming in.

The telephone can be attached to either of the telephone or answering machine jacks on the MultiPASS C2500.

Customizing the FAX/TEL AUTO SW Feature

When you plan to use the MultiPASS C2500 for both fax communications and telephone calls, you select FAX/TEL AUTO SW in RECEIVE(RX) SETUP (see page B-5). The FAX/TEL AUTO SW function also allows you to:

- Change the amount of time the MultiPASS C2500 uses to check incoming calls.
- Change the number of times the MultiPASS C2500 rings when it receives a call.
- Set the MultiPASS C2500 to attempt to receive a fax or to immediately disconnect after receiving a call.

When you select the FAX/TEL AUTO SW, you can also set these options:

- **RING START TIME**
When a call comes in, the MultiPASS C2500 checks to see if it is a person wishing to speak with you or a fax machine trying to send a document. If your MultiPASS C2500 does not have enough time to detect the fax tone, it assumes the call is from a telephone. Use this option to increase the time the MultiPASS C2500 takes to check whether a call is from a fax machine or a telephone. You can select a ring start time from 0 to 30 seconds; the default is 8 seconds.
- **F/T RING TIME**
When your MultiPASS C2500 is set to receive both fax and telephone calls automatically, it rings to alert you when the call is from a person. If you do not pick up the telephone within a certain amount of time, the MultiPASS C2500 stops ringing. Use this option to change the number of times the MultiPASS C2500 rings, from 10 to 45 seconds. The default is 15.

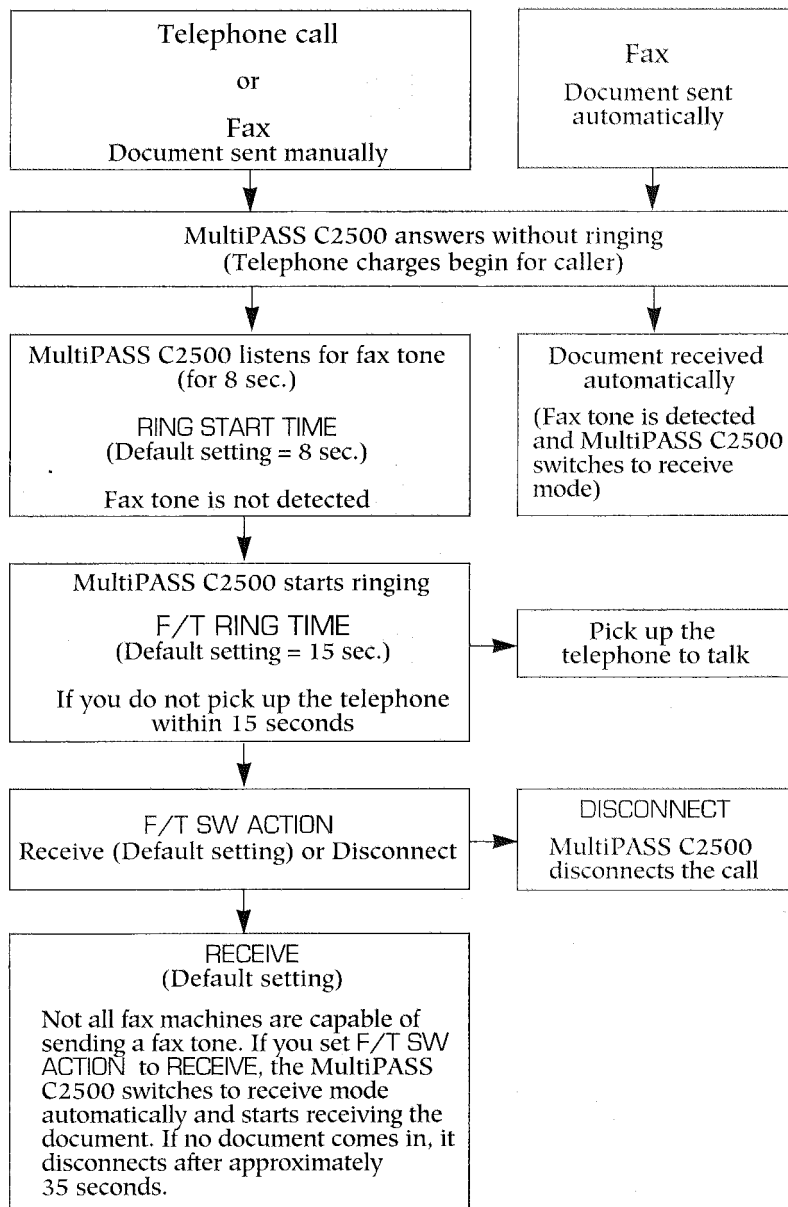
○ F/T SWITCH ACTION

Some older fax machines do not send a fax tone (the CNG tone that warns the receiving fax machine that a fax is coming). If such a call comes in the MultiPASS C2500 may think that the call is a voice call and it rings you to alert you of the call (the amount of time it is going to ring is determined by F/T RING TIME setting above). If you do not answer the call, one of two things can happen:

1. If you set F/T SWITCH ACTION = RECEIVE, the MultiPASS C2500 will switch to fax receive mode automatically at that point and start to receive the document. If no document comes in, it disconnects the call after approximately 35 seconds. The default is RECEIVE.
2. If you set F/T SWITCH ACTION = DISCONNECT, the MultiPASS C2500 will disconnect the phone call immediately freeing up your phone line at that point.

If you subscribe to Distinct Ring Pattern service (from your telephone company), you will select DRPD (Distinct Ring Pattern Detector) in the RX MODE submenu. For each number assigned to your line you will be able to choose whether it will be reserved for fax reception only (FAX), voice telephone call only (TEL), or for both fax and telephone reception (FAX/TEL AUTO SW). If you choose FAX/TEL AUTO SW for any of the numbers, the instructions above and the ones in the next few pages will be helpful to you. For more information on DRPD see page 6-11.

What Happens When FAX/TEL AUTO SW Is Selected



Using the MultiPASS C2500

for PC Faxing

4

Using the MultiPASS C2500 and the MultiPASS Desktop Manager, you can PC fax documents from any Windows application that supports printing. PC faxing is the ability to send a fax from an application without first printing the document.

This chapter describes:

- Using the MultiPASS Desktop Manager
- Using the Address Book
- Sending PC faxes
- Receiving faxes to the MultiPASS Desktop Manager
- Sending faxes using Software Envelopes
- Using the Fax Log

Using the MultiPASS Desktop Manager

The MultiPASS Desktop Manager coordinates printing, scanning, and PC faxing functions for the MultiPASS C2500. Its features include:

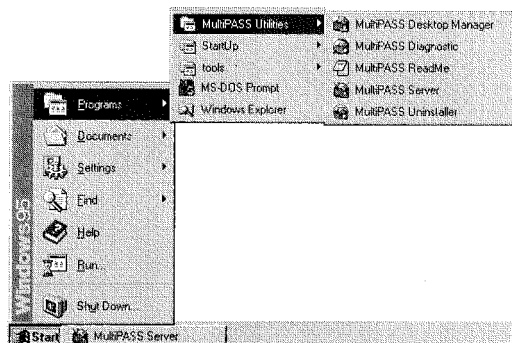
- Printing, PC faxing, and scanning control functions
- An Address Book where you can store the names and fax numbers for both individuals and groups
- An In Box that receives and stores both faxes and scanned documents for processing
- An Out Box that stores files to be printed or faxed
- A Fax Log for monitoring and recording fax activity
- A Viewer that allows you to view documents listed in the In Box, Out Box, and some items in the Fax Log

See your *Setup Guide* for instructions on how to install and set up the MultiPASS Desktop Manager.

Starting the MultiPASS Desktop Manager in Windows 95

After it is installed, the MultiPASS Desktop Manager is an option on the MultiPASS Utilities menu.

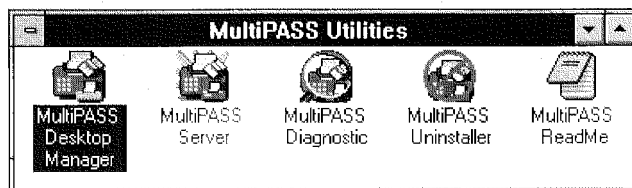
- Click the **Start** button and point to Programs.
- Point to MultiPASS Utilities and then click MultiPASS Desktop Manager.



Starting the MultiPASS Desktop Manager in Windows 3.1

After it is installed, the MultiPASS Desktop Manager is an icon in the MultiPASS Utilities program group. This program group was automatically created during installation.

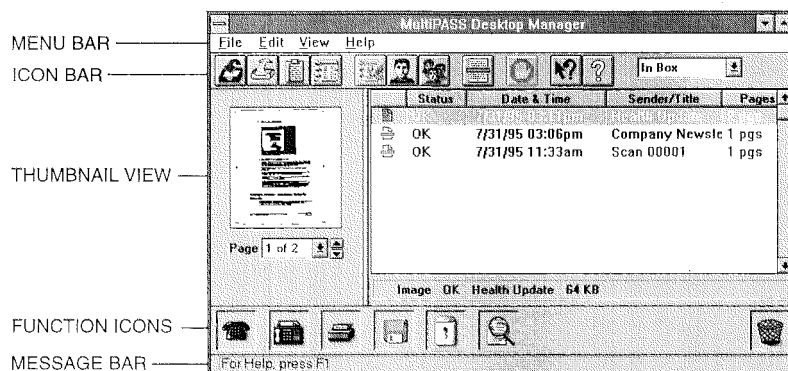
- From the Program Manager, double-click the MultiPASS Utilities icon. You see this program group:



- In the MultiPASS Utilities program group, double-click the MultiPASS Desktop Manager icon.

MultiPASS Desktop Manager Screen

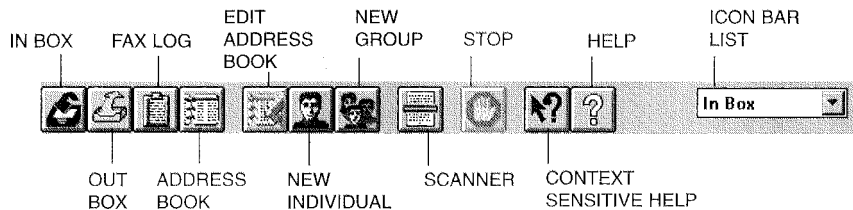
When you start the MultiPASS Desktop Manager, you see a screen similar to this:



Icon Bar

The icon bar is located along the top of the MultiPASS Desktop Manager window, just below the menu bar. These icons give you quick access to different places and activities in the MultiPASS Desktop Manager.

Place the mouse cursor over an enabled icon for a few seconds to see a yellow tool tip with a textual description of the icon.



In Box

Click to see the In Box. The In Box lists faxes and documents received or scanned by the MultiPASS Desktop Manager.



Out Box

Click to see the Out Box. The Out Box lists documents waiting to be transmitted or printed from the MultiPASS Desktop Manager to the MultiPASS C2500.



Fax Log

Click to see the PC Fax Log. The Fax Log contains a list of all PC fax activity for the current and previous month. (This list does not include any paper faxes you have sent from the MultiPASS C2500.)



Address Book

Click to see the Address Book. The Address Book is a list of individuals, companies, and groups that you have entered and that are available for PC faxing or calling.



Edit Address Book Entry

Click to edit information for an existing entry in the Address Book. You can change or add information to existing entries.



New Individual

Click to add a new entry for an individual or single company. Include first and last name, and fax and phone numbers.



New Group

Click to create a Fax Group. A Fax Group is a listing comprised of several individual entries and/or Fax Groups. Fax Groups allow you to send a fax to more than one individual at the same time.



Scanner

Click to scan documents from within the MultiPASS Desktop Manager. The scanned image is placed in the In Box where it can be saved, printed, or faxed. You can save the scanned image as a file to be used in other applications or as an electronic file.



Stop

Click the Stop button to cancel a fax or print job being sent from the MultiPASS Desktop Manager. This icon is only active when you fax or print.



Context-sensitive Help

Click to start the context-sensitive online Help. The cursor changes to a question mark. Click the question mark cursor on any item in a window, dialog box, or menu item to get more information.



Help

Click the Help icon to see the online help system. Click an item in the table of contents or click the search button to find help on a specific topic.



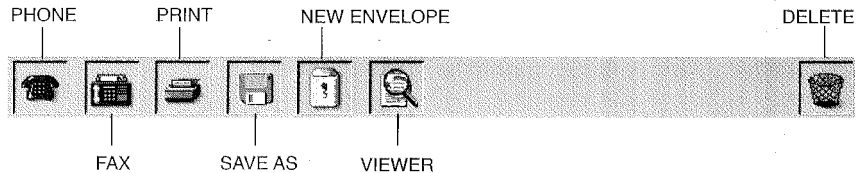
Icon Bar List

Click to display the In Box, Out Box, Address Book, or Fax Log.

Function Icons

An icon bar located at the bottom of the window contains icons related to functions in the MultiPASS Desktop Manager. You can highlight a document from a list and then drag and drop onto each of these function icons.

Place the mouse cursor over an enabled icon for a few seconds to see a yellow tool tip with a textual description of the icon.



Phone (if a telephone is attached)

The Phone icon dials the phone for a voice call. It is used either alone for manual dialing or with an individual entry in the Address Book. After the number is dialed, you are prompted to lift the telephone. (You must attach a telephone to MultiPASS C2500 and activate the phone in the MultiPASS Desktop Manager. See your *Setup Guide* for details.)



Fax

The Fax icon sends a PC fax to a number you select. You can PC fax items in the In Box or the Out Box.



Print

The Print icon prints the selected document using the MultiPASS C2500 as the default printer.



Save As

The Save As icon saves the selected item to a file that you can open with another application. It is used with items listed in the In Box and the Out Box.



New Envelope

The New Envelope icon groups together individual documents from the In Box.



Viewer

The Viewer icon displays the selected item in a window. It can be used in conjunction with the In Box, Out Box, and some items in the Fax Log.



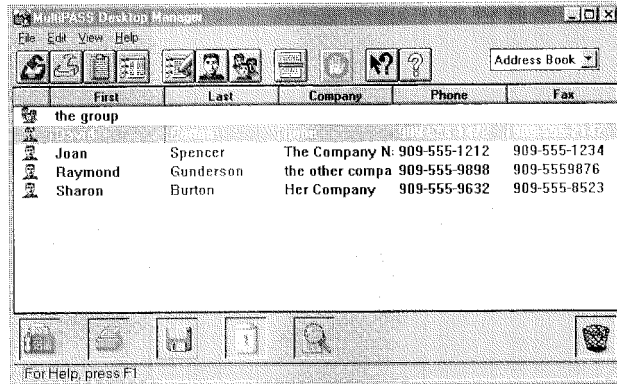
Delete

The Delete icon is used to delete selected items. Click the item and click the Delete icon, or drag the item to the Delete icon.

The Address Book Window



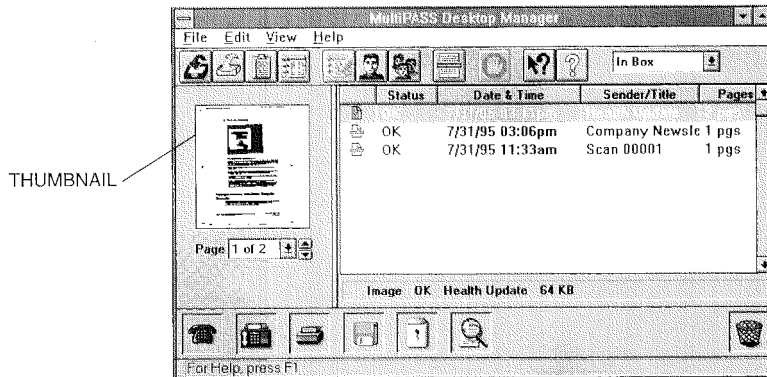
The Address Book shows the name, company, voice number, and fax number of individuals you send faxes to or make voice phone calls to. Fax Groups are also displayed. You can place a voice call or send a fax to an individual or group listed.



The In Box Window



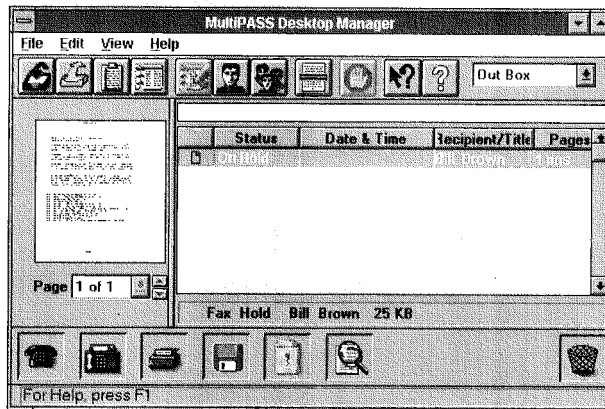
The In Box lists scanned documents, saved faxes, and received faxes. Scanned documents and faxes are listed by date, from the most recent to the oldest. The list includes the name of the document or fax, date and time it was received, saved, or scanned, and number of pages. When you click on a name, the document or fax is shown as a thumbnail view on the left side of the window.



The Out Box Window



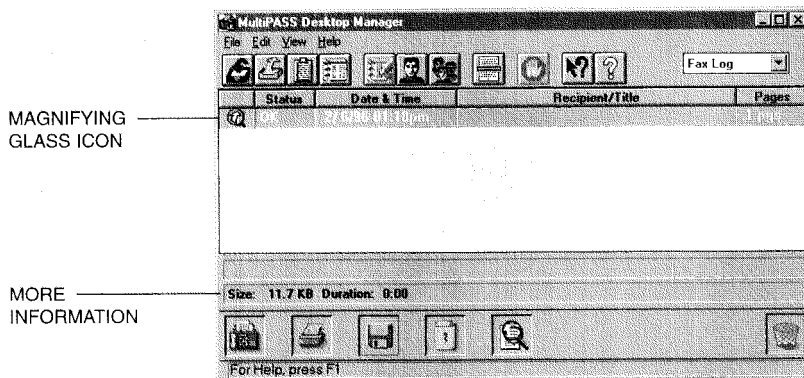
The Out Box lists the documents waiting to be sent or printed with the MultiPASS C2500. The documents are listed by date, from the oldest to the most recent. The documents are listed with information about file type, status, data and time, recipient or document name, and number of pages. File type is shown by the icon to the left of the name. When you click a name in the list, a thumbnail view of the document is shown to the left of the list.



The PC Fax Log Window



The PC Fax Log lists all the fax activity that has taken place using the MultiPASS C2500 for the last two months. When a new month begins, the oldest month is automatically deleted and the listing for the new month begins. To see more information about a document in the list, click the document. To use the MultiPASS Viewer to view the document, double click on the magnifying glass icon. The MultiPASS Viewer appears with the document displayed.



The PC Fax Log is similar to the Activity Report generated by the MultiPASS C2500 but they differ as follows:

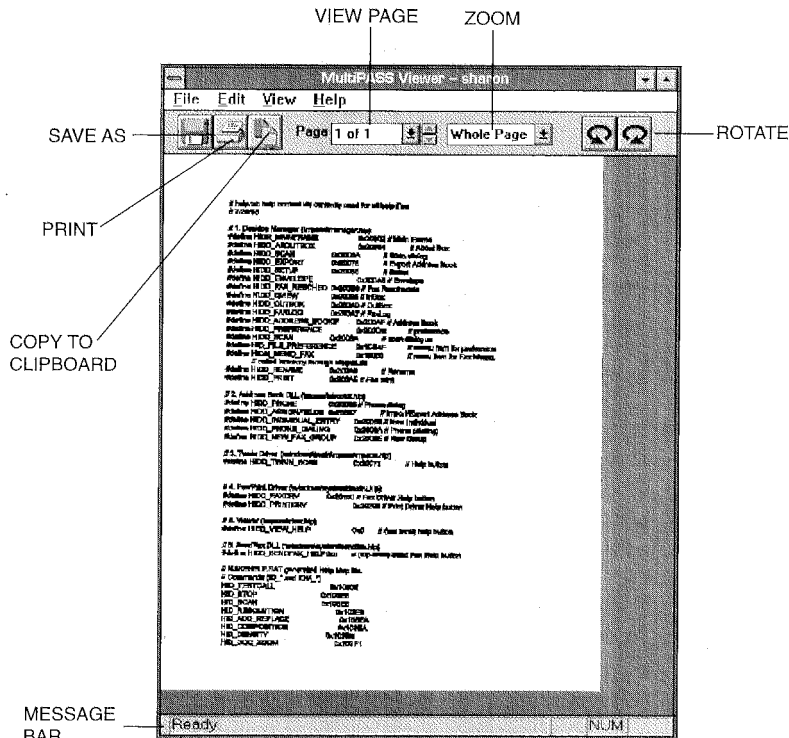
- Activity Report
 - Keeps track of the last 40 incoming or outgoing transmissions including PC fax activities.
- PC Fax Log
 - Does not delete after faxing unless you set it up that way.
 - Keeps track of PC fax activities only.
 - Keeps track of last two months of fax activities.
 - Allows you to view document.

The MultiPASS Viewer



The MultiPASS Viewer displays the documents listed in the In Box, Out Box, or Fax Log. If the document was deleted after it was sent, you will not be able to view it in the Fax Log. To view a document, double-click the name of the document or drag the name of the document to the Viewer icon.

In this window, you can save, print, copy all or part of the document, view multiple pages, zoom in or out, and rotate the item.



- To see document information, choose Image Info from the View menu. The Image Information dialog box appears. When you are done, click OK.
- To view another page in a multi-page image, select the page from the Page list on the icon tool bar.

- To change the displayed view, select Whole Page, Half Size, Page Width, Actual Size, or Twice Size from the list on the icon bar.
- To rotate the document, click a Rotate icon.
- To copy all or part of the document, click the document and draw a box. Click the Copy icon. The area in the box is copied to the clipboard. (This is copied as a graphic; it is not text that you can edit. You can ask your dealer about optional OCR—optical character recognition—programs that can translate your scanned documents into text you can edit.)
- To save the document, click the Save As icon. The Save As dialog box appears. Type a name and click OK.
- To print the document, click the Print icon. Type the number of copies. Click OK. The document is printed using the default printer.

To close the MultiPASS Viewer window, choose Exit from the File menu.

Using the Address Book

You can use the Address Book in the MultiPASS Desktop Manager to create a list of the people and their phone numbers. In the Address Book you can:

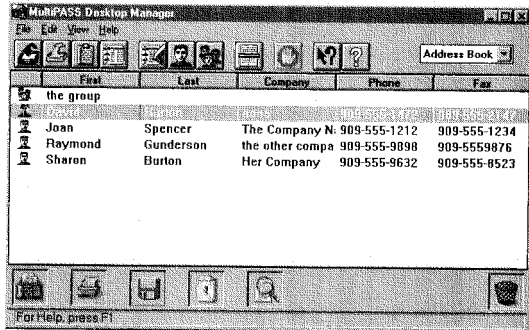
- Add new entries
- Create a Fax Group
- Edit existing entries to reflect changes such as new phone numbers
- Sort the entries in the Address Book based on last name, first name, and company name
- Import an existing text file of addresses
- Export the Address Book to a text file

Adding a New Entry

The Phone Book allows you to specify a name, company, phone number, and fax number for each individual.

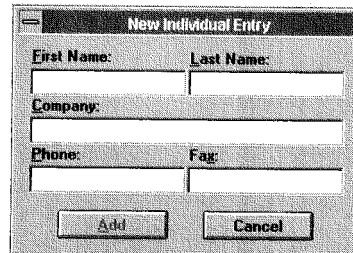
1

Click the
Address Book
icon.



2

Click the New
Individual icon.

A screenshot of the 'New Individual Entry' dialog box. It has fields for 'First Name:', 'Last Name:', 'Company:', 'Phone:', and 'Fax:'. There are 'Add' and 'Cancel' buttons at the bottom.

Type the information for the individual in the text boxes.

- You must type at least a First Name or Last Name and a Phone or Fax number before you can click Add.
- You can enter 20 characters in the First and Last Name text boxes. You can enter 40 characters in the Company Name text boxes and 32 characters in the Phone and Fax Number text boxes.
- You can use the following:

Characters	Activity
0 to 9 * # +	Dialing digits
, p	Pause
P	Last pause
T	Tone switch over function
- () Space	Display-only characters; space cannot be used at the beginning of a number

- Be sure to include all numbers that need to be dialed, for example, 1-714-222-5555.
- If you entered an Outside Line Prefix number (such as 9) in the Phone/Fax Setup dialog box, do not enter it here.

When you are done, click the Add button.

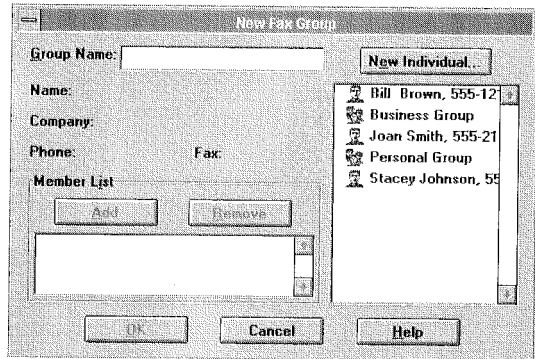
- The new entry is listed in the Address Book.
- To add another entry repeat steps 2 through 4.

Adding a Fax Group

Adding a Fax Group allows you to select existing Address Book entries and create a group. A Fax Group allows you to send a PC fax to everyone listed in the group.

1

In the Address Book, click the New Group icon.



- In the Group Name text box, type a name for the group.
- From the list on the right of the dialog box, select a name you want to include in the group.

2

Click the Add button.

- The name appears in the Member List and is grayed out in the list on the right.
- To remove a name from the Member List, click the name in the Member List and click the Remove button. The name becomes active again in the Address Book list on the right.
- To add a new individual to the list, click the New Individual button and type the information. When you are done, click the Add button. You return to the New Fax Group dialog box.

3

When you are done selecting members, click OK.

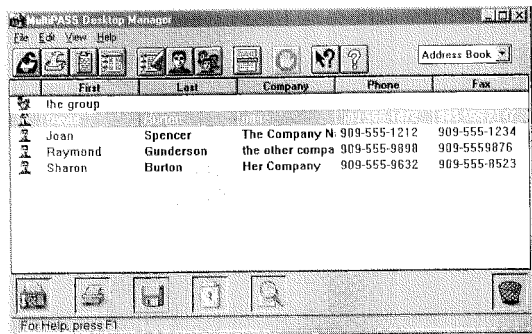
- The new group is listed on the screen.

Editing an Entry

Information about entries in the Address Book may change. You can edit the entries to reflect the new information.

1

Click the Address Book icon.



2

In the Address Book, select the name to edit and click the Edit Address Book Entry icon.



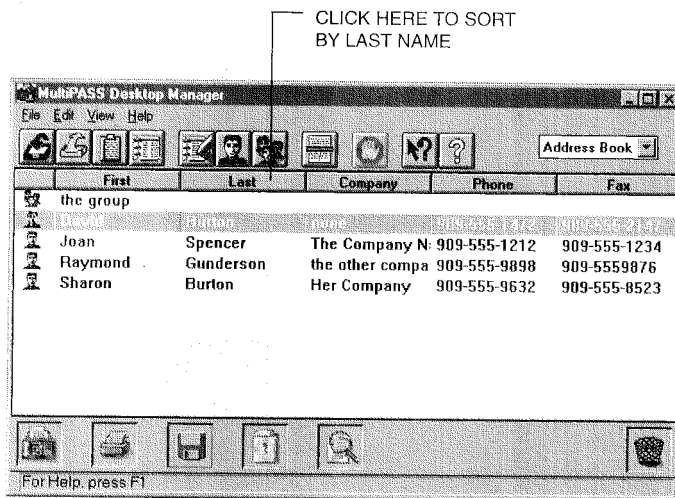
- Type the new information in the text boxes.
- When you are done, click Replace.

Sorting the Entries

You can sort the entries in the Address Book by First Name, Last Name, and Company. Fax Groups are sorted by name, regardless of the text field you sort on. Entries are sorted in the following order:

- ☐ Blank fields
- ☐ Numbers
- ☐ Letters A, a through Z, z

In the Address Book, click the button above the column you want to sort on. The entries in the Address Book are sorted by your selection.



Deleting an Entry

You can delete an entry from the Address Book, In Box, or Out Box. Entries in the Fax Log are automatically deleted when they are two months old. Once you delete an entry in the Address Book, In Box, or Out Box, you cannot undelete it.

1

In the Address Book, select an entry.

- To select a group of entries, click the first entry. Press the Shift key and click the last entry you want to delete.

2

Click one entry and drag it to the Delete icon.

- A dialog box appears asking you to confirm the deletion. Click OK.
- The entry is removed from the list.
- You can change the Preferences settings if you do not want to confirm each deletion. (The Preferences settings are described in your *Setup Guide*.)

Importing a Phone Book File

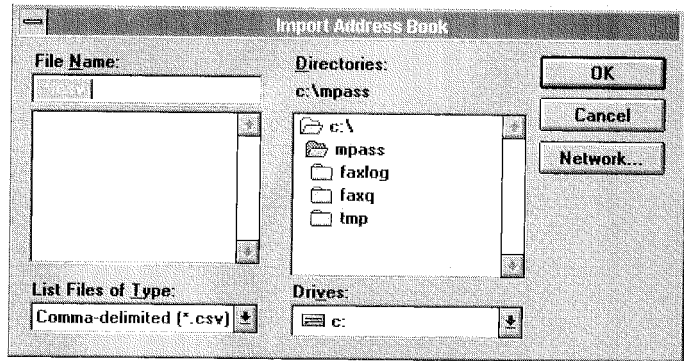
You may have a phone book in another program that you want to use in the MultiPASS Desktop Manager. You can import your phone book and use it in the Address Book.

You can import information into the Address Book from any comma separated or tab separated ASCII text file. If the fields in the text file are separated by commas, the text file extension must be .CSV. If the entries in the text file are separated by tabs, the text file extension must be .TXT. You must save your phone book as a comma or tab separated file before you can import it into the Address Book.

1

In the Address Book, choose Import Address Book from the File menu.

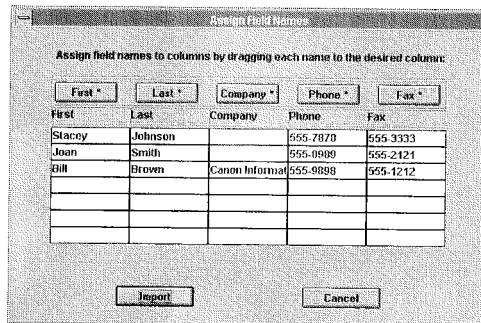
- The Import Address Book dialog box appears:



2

Select the drive, directory, and name of the file to import, and click OK.

- The Assign Field Names dialog box appears:



- The phone book information is listed in columns, with a text box name over each column. At the top of each column is a button with the field name. Remove an incorrect name from a column by clicking on the text box name and dragging it off the dialog box.
- Assign a new name to a column by clicking a name button and dragging it to the correct column.

When the text box names correctly identify the columns, click the Import button.

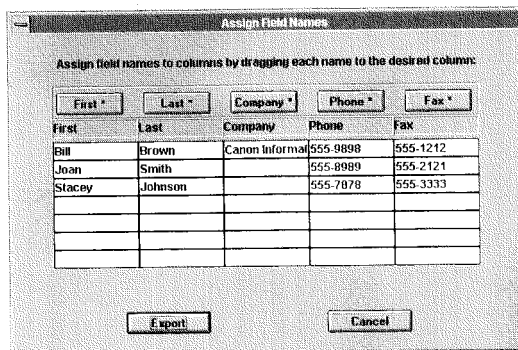
- You return to the Address Book.
- The imported phone book information is listed on the screen.

Exporting the Address Book

You can export the Address Book to an ASCII text file. The entries can be separated by either commas or tabs. If you want the entries separated by commas, the text file extension is .CSV. If you want the entries in the text file separated by tabs, the text file extension is .TXT.

In the Address Book, choose Export Address Book from the File menu.

- The Assign Field Names dialog box appears:

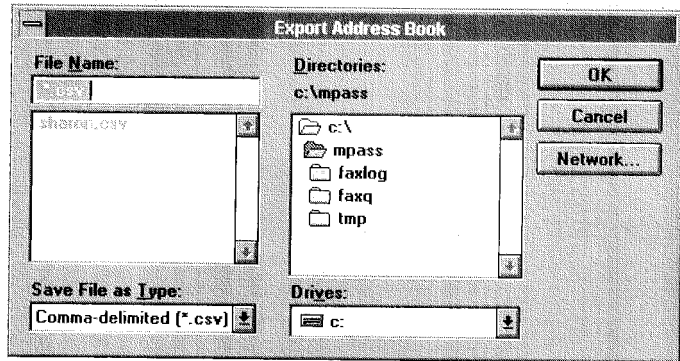


- Each column of information has a entry name at the top. If the entry names are not where you want them, click an entry name and drag it to another location.

2

When the entry names are in the correct place, click Export.

- The Export Address Book dialog box appears:



3

Type a name and location for the file.

- Select the type of file, and click OK.
- You return to the Address Book. The entries in the Address Book are exported.

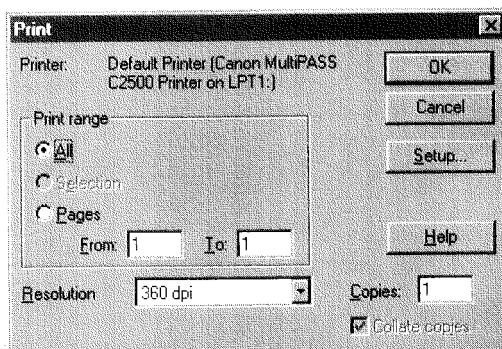
Printing the Address Book

You can print the entries in the Address Book. The entries print exactly as they are sorted in the Address Book list.

1

In the *Address Book*, choose *Print Address Book* from the *File* menu.

- The Print dialog box appears:



2

Make any changes you need and click OK.

- You return to the Address Book.
- The Address Book is printed.

Sending PC Faxes

You can create and send a PC fax from any Windows application that supports printing or you can create a fax in the MultiPASS Desktop Manager. You can PC fax the document immediately, send it at a specific time, or hold it in the In Box to be sent at a future time.

Sending a PC Fax from a Windows Application

1

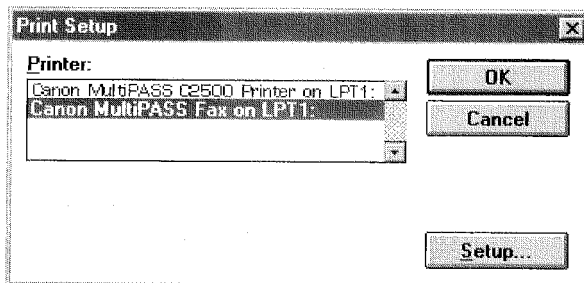
Create a PC fax document.

- ☐ Open the Windows application.
- ☐ Create and save the document.

2

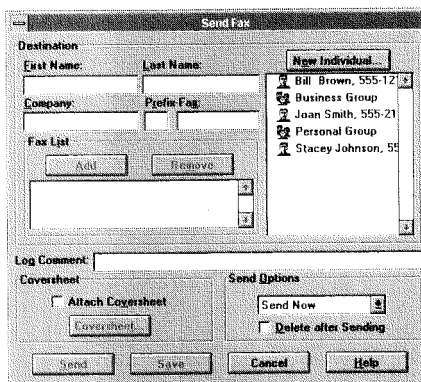
Open the Print window in the application.

- ☐ It varies between Windows applications but is generally found in one of two ways:
 1. From the File menu, choose Print Setup.or
 2. From the File Menu, choose Print. In the Print Dialog box, click Print Setup.
- ☐ Select and set up the **Canon MultiPASS Fax** as the current printer.



Print your document using the Canon MultiPASS Fax printer driver.

- The Send Fax dialog box appears:



Complete the information in the dialog box.

- Choose individuals or Fax Groups from the Address Book list on the right by clicking a name and clicking the Add button.
- To remove a name from the Fax List, click the name and click the Remove button.
- To schedule the fax to be sent, complete the information in the Send Options area.
 - **Send Now**—Click to send the PC fax as soon as you click Send.
 - **Hold in Out Box**—Click to hold in the Out Box to be sent at a later, unspecified time.
 - **Send Later At**—Click to open a dialog box where you type the time to send the PC fax. Click OK to return to the Send Fax dialog box. The MultiPASS Server must be open for the PC fax to be sent at a later time.
- To attach a coversheet, click the Attach Coversheet box. (See the next section for details.)

To send the PC fax, click either **Send**, **Save**, or **Hold**.

- **Send**—Sends the document right now.
- **Save**—Saves the document in the In Box. This is a good choice if you are creating a multiple page PC fax from several Windows applications. When you are done saving all the documents to the In Box, you can create a Software Envelope so they are all sent at the same time. For more information about Software Envelopes, see page 4-34.
- **Hold**—Places the document in the Out Box until you select it and specify a time for it to be sent. The MultiPASS Server must be open for the PC fax to be sent at the specified time.

Using Coversheets

When you send a PC fax, you have the option of attaching a coversheet. The coversheet includes information based on your system and additional information you type in the Coversheet dialog box.

The MultiPASS Desktop Manager comes with 12 coversheets. The coversheets all look the same but they are in different languages. View a coversheet before you use it by using the MultiPASS Viewer (page 4-10).

The coversheet can also include your custom logo and signature. These are .PCX files you create. For information and instructions on scanning your logo and signature using the MultiPASS C2500, see Chapter 5, *Using the MultiPASS C2500 as a Copier and Scanner*.

To attach a coversheet, follow these steps.

1

In the **Send Fax** dialog box, click the **Attach Coversheet** box.

- Make sure there is an X or ✓ in the box.

Send Fax

Destination

First Name: Last Name: New Individual...

Company: Prefix-Fax:

Fax List

Add Remove

Log Comment:

Coversheet

☒ Attach Coversheet

Coversheet

Send Options

Send Now

☐ Delete after Sending

Send Save Cancel Help

2

Click the **Coversheet** button.

- The **Coversheet** dialog box appears:

Coversheet

Company Logo: None

To: none specified

Fax: Phone:

From: Fax: Phone:

Note

Your Signature: None

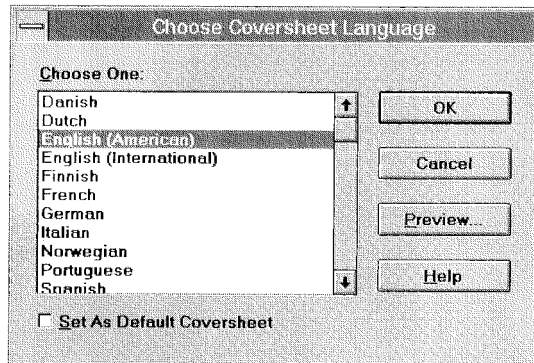
OK Cancel Choose Coversheet... Help

- Type or select the information for the coversheet. All information is optional. Once entered, this information becomes your default; it stays until you change it.
 - **Company Logo**—Select a .PCX file to be displayed in the upper-left corner of the coversheet, or, to show nothing, choose None.
 - **From**—Type your name as you want it to appear.
 - **Phone**—Type your voice telephone number as you want it to appear.
 - **Note**—Type a brief note or explanation of the PC fax.
 - **Your Signature**—Select the .PCX file with your signature from the list or choose None.

3

To select a coversheet in another language, click Choose Coversheet.

- The Choose Coversheet Language dialog box appears:



- To select a coversheet, click the name.
- To preview the coversheet, click the Preview button. The MultiPASS Viewer appears (see page 4-10).
- To use a selected coversheet as the coversheet for all your PC faxes, click Set as Default Cover Page.

Complete the coversheet.

- Click OK. You return to the Coversheet dialog box.
- Click OK. You return to the Send Fax dialog box. You can send the PC fax now, or save it to be sent at a later time.

Creating a Fax Memo in the MultiPASS Desktop Manager

You can create and send a Fax Memo that consists of a coversheet and a message you type. This allows you to quickly send a memo without using another Windows application.

1

Start the MultiPASS Desktop Manager.

- In Windows 95, click Start Programs, MultiPASS Utilities, and the MultiPASS Desktop Manager.
- In Windows 3.1, select MultiPASS Utilities from the Program Manager; then double-click the MultiPASS Desktop Manager icon.

2

From the File menu, choose Fax Memo.

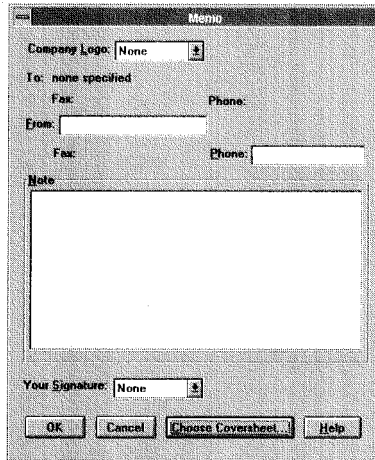
- The Send Fax Memo dialog box appears:

- Select an individual or Fax Group to send the memo to or type the information in the text boxes. You can add a new person to the Address Book by clicking New Individual.

3

Click the Memo button.

- The Memo dialog box appears:



- Type or select the information for the Fax Memo. All information is optional. See page 4-26 for details.
- To select a coversheet in another language, click Choose Coversheet.
- Click OK to return to the Send Fax Menu screen.

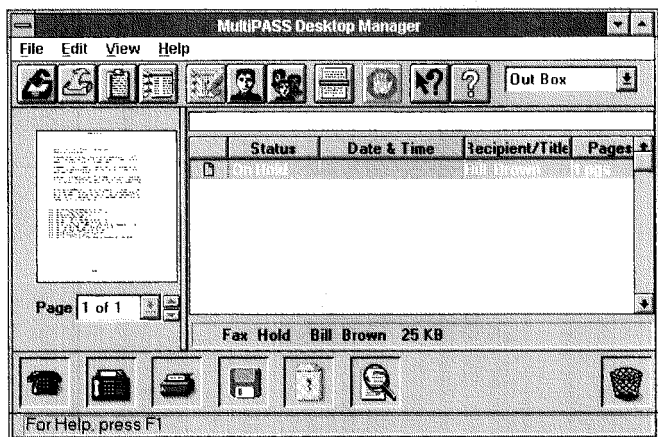
Complete the
Send Fax
memo screen.

- To schedule the fax to be sent, complete the information in the Send Options area.
 - **Send Now**—Click to send the PC fax as soon as you click Send.
 - **Hold in Out Box**—Click to hold in the Out Box to be sent at a later, unspecified time.
 - **Send Later At**—Click to open a dialog box where you type the time to send the PC fax. Click OK to return to the Send Fax dialog box. The MultiPASS Server must be open for the PC fax to be sent at a later time.
- To send the Fax Memo, click Send.

Rescheduling a PC Fax

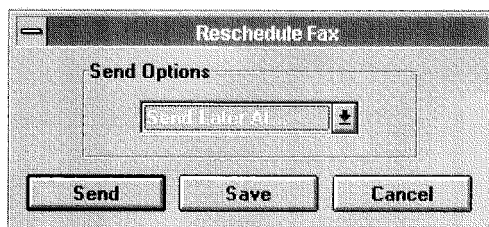
You do not have to send a PC fax right away. If you schedule a PC fax to be sent at a later time, it is stored in the Out Box. You can reschedule sending the PC fax or hold it indefinitely in the Out Box.

From the Out
Box list, click a
document.



2

Click the Fax icon.



- From the list, select the new time to send the PC fax.
 - **Send Now**—Send the PC fax when you click OK.
 - **Hold in Out Box**—Cancel any scheduling and hold until a later, unspecified, time.
 - **Send Later At**—Click to open a dialog box where you type the time to send the PC fax. Click OK to return to the Send Fax dialog box. The MultiPASS Server must be open for the PC fax to be sent at a later time.

3

When you are done, click *Send*.

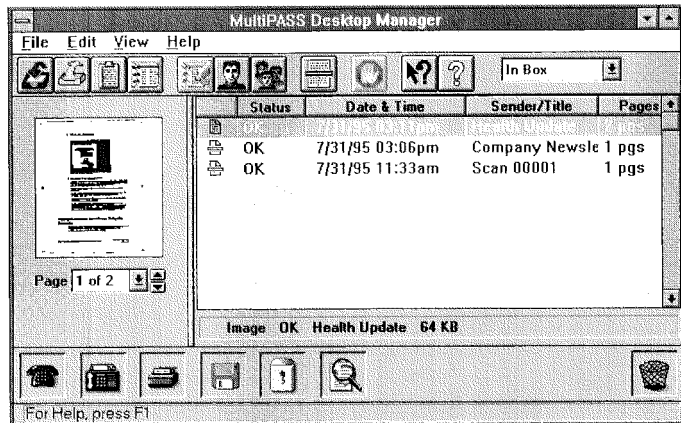
- Use the Fax Log to see information about the fax after it has been sent (see page 4-37).

Sending a PC Fax from the In Box

You can PC fax a document from the In Box. This is an easy way to fax a document that you have previously scanned using the MultiPASS C2500.

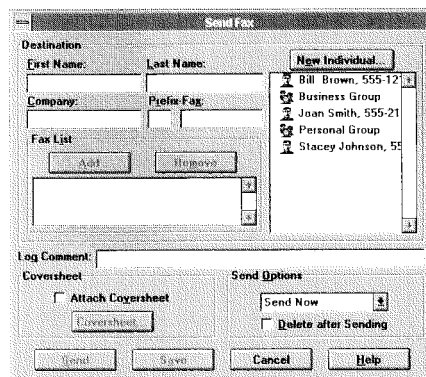
1

From the In Box list, select a document.



2

Click the Fax icon.



- Complete the information in the dialog box.
 - To choose a specific coversheet, click the Attach Coversheet box and click the Coversheet button.
 - To schedule the fax to be sent, complete the information in the Send Options area.
- To send the PC fax, click Send or Hold.

Receiving Faxes to the MultiPASS Desktop Manager

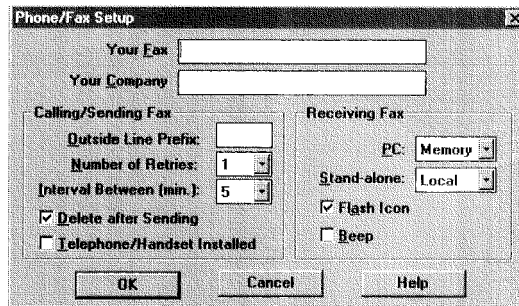
When your computer is on, you can automatically receive incoming faxes to the MultiPASS Desktop Manager.

When your computer is off, the MultiPASS C2500 stores received faxes in memory until you either print them or you turn on the computer. When you turn on the computer, you can send the faxes to the MultiPASS Desktop Manager.

The MultiPASS C2500 can also print incoming faxes directly. If your computer is going to be off for a while and you are expecting incoming faxes, it's a good idea to set the MultiPASS C2500 to automatically print incoming faxes.

Receiving a Fax into the In Box

To receive a fax into the In Box of the MultiPASS Desktop Manager, your computer must be on. You must also have selected Memory in the PC option area of the Phone/Fax Setup dialog box.



When you select Memory for PC in the Receiving Fax area, your computer receives incoming faxes into the In Box. If the computer is not on, incoming faxes are automatically printed on the MultiPASS C2500 if Stand-alone is set to Local. If Stand-alone is set to Memory, incoming faxes are stored in the MultiPASS C2500 and transferred to the MultiPASS Desktop Manager when you turn on the computer.

Phone/Fax Setup		Description
PC	Stand-Alone	
Memory	Local	The computer receives incoming faxes into the In Box. If the computer is not on, the faxes are printed.
Memory	Memory	The computer receives incoming faxes into the In Box. If the computer is not on, the faxes are stored until the computer is turned on. Then they are transferred to the In Box.
Local	Local	Faxes are always printed on the MultiPASS C2500.

Printing a Received Fax When Your Computer is Off

When a document is in its memory, the MultiPASS C2500 displays the message RECEIVED IN FILE and alternately flashes the date.

If you want to print a fax that is stored in memory on the MultiPASS C2500, follow these steps:

1

On the
MultiPASS
C2500,
press the
FUNCTION key.



The light comes on.

Press the **FILE PRINT** key on the one-touch speed dialing keypad.



The MultiPASS C2500 begins printing the document.



Note

Once the MultiPASS C2500 prints a fax, it erases the fax from its memory.

Sending Faxes Using Software Envelopes

A Software Envelope is a document that contains one or more individual documents from the In Box. When a document is placed in a Software Envelope, it is not deleted from the original list. Software Envelopes can be PC faxed, printed, and or saved, just like any other document in the In Box.

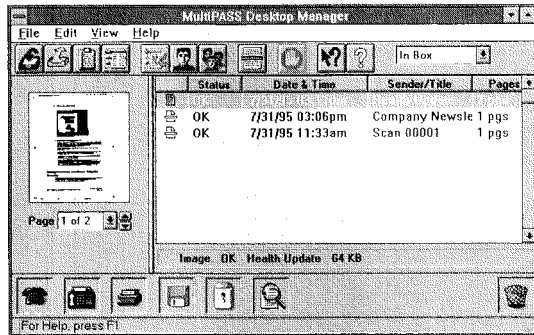
Using Software Envelopes, you can use several Windows applications to create documents and PC fax all the documents at once. For example, you can easily send a report, spreadsheet, and project schedule in the same PC fax to an individual or group.

Creating Software Envelopes

To create a Software Envelope, the individual documents must exist in the In Box. The In Box contains scanned documents, saved faxes, and received faxes.

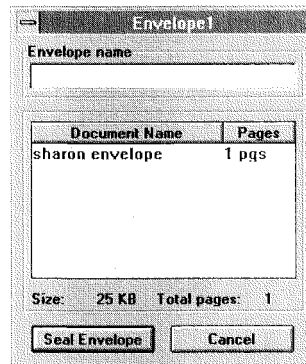
1

In the In Box,
click a
document.



2

Click the New
Envelope icon.



- In the Envelope name text box, type a name for this Software Envelope. You can enter up to 24 characters, including spaces. (You can accept the default name, such as Env00001.)
- To add another document to the Software Envelope, click the document in the In Box. Drag the document to the Software Envelope dialog box list or to the New Envelope icon.
- To close, or seal, the Software Envelope, click the Seal Envelope button.

Sending Software Envelopes

You send a Software Envelope the same way you send a regular PC fax using the MultiPASS Desktop Manager.

Using the Fax Log

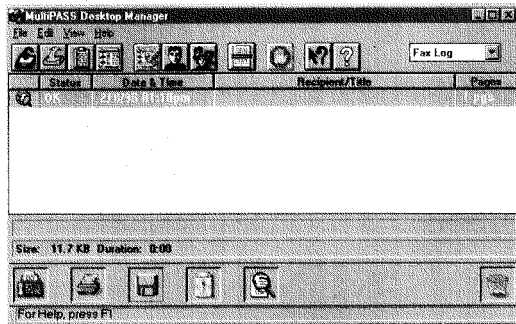
The Fax Log contains information about the last two months of PC faxes you have sent and received. At the beginning of every month, the oldest month is deleted and the new month is started.

If you do not delete a PC fax when you send it, you can view it using the MultiPASS Viewer.

Displaying Fax Log Entries

1

Click the Fax Log icon.



2

Click a document.

○ You see more information at the bottom of the window:

- **Size of fax**—The file size is shown in kilobytes.
- **Duration**—How long it took to send the PC fax.

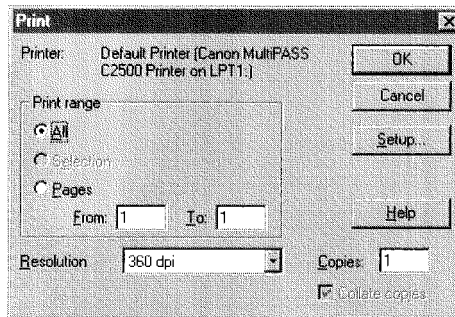
Printing the Fax Log

The Fax Log lists all PC fax activity for the last two months. At the beginning of every month, the oldest month is automatically deleted from the Fax Log. You may want to print the Fax Log at the end of every month so that your records are complete.

1

In the Fax Log,
choose **Print Fax
Log** from the
File menu.

- The Print dialog box appears:



2

Complete the
information in
the dialog box,
and click OK.

- Make sure **Canon MultiPASS C2500 Printer** (not Fax) is the default printer.
- The Fax Log is printed.

Using the MultiPASS C2500 5 as a Copier and Scanner

You can use the MultiPASS C2500 as a copier and a scanner. You can use the MultiPASS Desktop Manager to scan in line art and logos to personalize your documents and faxes. You can also scan in text documents and save them in “electronic file folders” to save space in your home office.

This chapter describes:

- Copying documents
- Using the MultiPASS Desktop Manager to scan documents
- Scanning logo and signature files



You can use the MultiPASS C2500 to scan documents directly into Windows applications that support a TWAIN compliant device. For examples on how to scan using certain Windows applications, please refer to the *Visual Guide* or use Canon's Fax Retrieval System at **1-800-526-4345**.

Copying Documents

One of the convenient features of the MultiPASS C2500 is its ability to make high quality copies. You can make up to 99 copies of one document at a time.



Note

It's a good idea to use the BC-20 Black BJ cartridge when you make copies. To use the BC-21 Color BJ cartridge, you must set RX W/COLOR CART to PRINT AUTOMATICALLY.

1

Feed the document.

- Place the document face-down in the ADF.

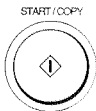
MEMORY IN USE

0%

DOCUMENT READY

2

Press
START/COPY.



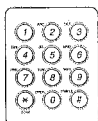
COPY
COPY PAGE

01

- To make a single copy, go to step 4.

3

Enter the number of copies (up to 99) using the numeric buttons.



COPY
COPY PAGE

01

4

Press
START/COPY.



COPY

- To stop copying at any time, press **STOP**. You may need to lift the operator panel to remove the document.
- Documents are always copied in FINE mode, regardless of whether the **STANDARD** or **FINE** light is on.



Note

If the LCD displays **MEMORY FULL** while making multiple copies of a document, do not use the multiple copy feature for copying the document. Make single copies of the document instead (as many times as required).

You may be able to make multiple copies if you first print out any faxes that are stored in memory (see pages 3-47 and 4-33).

Using the MultiPASS Desktop Manager to Scan Documents

The MultiPASS Desktop Manager scans each document page and saves each page to an individual file.

Once you scan a document into the MultiPASS Desktop Manager, you can view it, save it, rename it, print it, or send it as a PC fax from the In Box.

Scanning a Document into the MultiPASS Desktop Manager

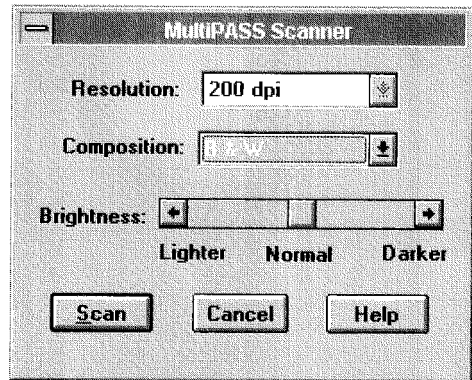
1

Feed the document.

- Place the document face-down in the ADF.

2

Click the Scanner icon.



- The resolution is set at 200 dpi.

- From the Composition list, select the kind of image you are scanning. The options are:
 - **B&W**
Use for scanning documents that are text.
 - **Auto Halftone**
Use for scanning photographs or other images where shades of gray are important.
- To change the Brightness of the scanned image, click the slide bar. This option is only active if you selected B&W for Composition.

3

To start the scan, click the **Scan** button.

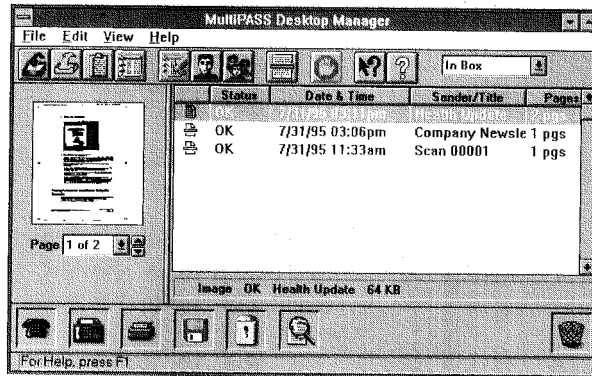
- When the scan is complete, the image appears in the MultiPASS Viewer window. From the MultiPASS Viewer, you can save, print, copy, zoom, or rotate the image. (See page 4-10.)
- The scanned image also appears in the In Box with an assigned number such as SCAN0019. From the In Box, you can save, rename, print, or delete the scanned image—just like any other file.
- You can PC fax a scanned document. For information on PC faxing, see Chapter 4.

Saving a Scanned Document to a File

You can save a scanned document to a file. Saving a scanned document creates a file on your computer that you can open using other applications.

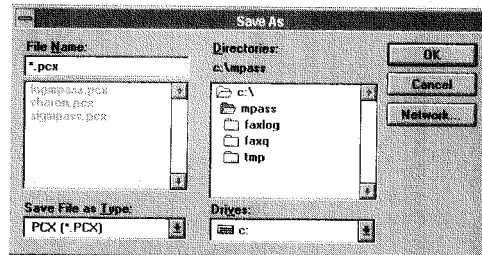
1

In the In Box, click a scanned document.



2

Click the Save As icon.



3

Specify
the file.

- ☐ Select a drive and a directory.
- ☐ Type a name in the File Name text box.
- ☐ From the Save File as Type list, choose a file format. The options are: .TIF, .BMP, .PCX, and DCX. The type you choose depends on what you are going to do with the image. Most graphics programs can import .TIF, .BMP, and .PCX files.

4

Click OK.

- ☐ The MultiPASS Desktop Manager saves the scanned document and returns to the In Box.

Scanning Logo and Signature Files

Using the MultiPASS C2500, you can scan logos and signatures to use on coversheets when you send a PC fax.

Logo and signature files must meet these requirements:

- ☐ The physical size of the logo must be no larger than eight inches wide by 1.7 inches high.
- ☐ The name of the logo file must start with a capital L.
- ☐ The physical size of the signature must be no larger than 4.0 inches wide by 1.0 inches high.
- ☐ The name of the signature file must start with a capital S.
- ☐ The file name extension must be .PCX.
- ☐ The logo or signature graphic must be monochrome (black and white).
- ☐ The logo or signature file must be stored in the directory where the MultiPASS Desktop Manager is located. The directory is C:\MPASS unless you specified a different name during installation.

Creating Logo and Signature files

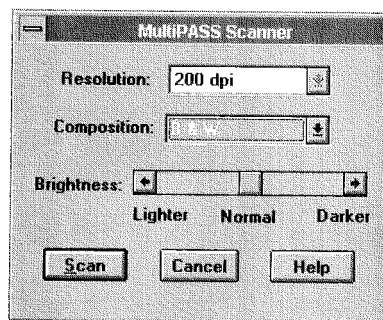
1

Prepare the
logo or
signature.

- Put your logo or signature on a blank sheet of white paper.
- Place the sheet face-down in the ADE.

2

Click the
Scanner icon.



- From the Composition list, select B&W.
- To change the Brightness of the scanned document, click the Brightness bar.

3

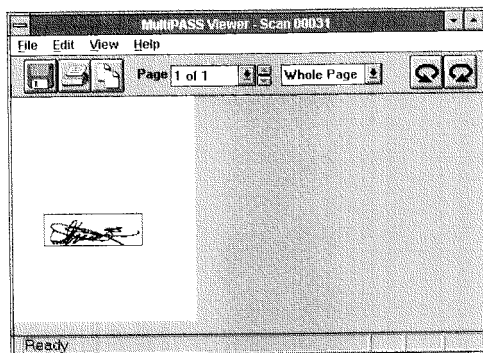
To start the
scan, click the
Scan button.

- When the scan is complete, the document appears in the MultiPASS Viewer window.

4

Crop the scanned document.

- In the MultiPASS Viewer window, click and draw a box around the scanned document. Draw the box close to the image.



- Click the Copy icon, or choose Copy from the Edit menu.
- The image is copied to the clipboard. (The Clipboard Viewer is located in the Main group of the Control Panel.)

5

Size the image.

- Paste the image into a graphics program that can export .PCX files.
- Check the image size. If it is larger than the sizing requirements, resize the image. For more information about sizing images in your application, see your application's documentation.
- Once the image is the correct size, save it following the naming conventions (described on page 5-7).
- You can now use the image on your coversheets. For more information about coversheets, see Chapter 4, *Using the MultiPASS C2500 for PC Faxing*.

Using a Telephone, Answering Machine, or Modem 6

You can use the MultiPASS C2500 for telephone calls in one of two ways:

- With a telephone connected to make calls or for remote receiving.
- With an answering machine connected to receive phone messages.

This chapter describes:

- Using a telephone attached to the MultiPASS C2500
- Using the MultiPASS C2500 with an answering machine
- Using the MultiPASS C2500 with a data modem
- Dialing voice calls with the MultiPASS Desktop Manager
- Using the Distinctive Ring Pattern Detection (DRPD) feature

Using a Telephone Attached to the MultiPASS C2500

The procedures in this section assume you are using your MultiPASS C2500 on a shared fax/telephone line. Make sure the FAX/TEL AUTO SW is set to ON in the LCD menu system (see page B-5).

Making a Speed Dial Telephone Call

To dial a telephone number at the press of one or three buttons, use one-touch or coded speed dialing. (The speed dialing telephone numbers must be registered in your MultiPASS C2500.)

1

Press HOOK.



TEL=

2

Press the one-touch or coded speed dialing buttons you wish to call.



TEL= 1234567
01 CANON PHONE

- If a number is not registered for the speed dialing buttons you press, the LCD displays the message NO TEL#. Make sure you pressed the correct speed dialing buttons and that the number you want to dial is properly registered.
- If you make a mistake by pressing the wrong speed dialing buttons, press **HOOK** or **STOP**. Then go back to step 1.

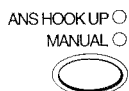
When the other party answers, pick up the telephone.

- If you get a busy signal, press **HOOK** or **STOP** to disconnect the line.
- When you finish speaking, hang up the telephone.

Receiving a Voice Call Automatically on a Shared Fax/Telephone Line

To receive both telephone calls and fax documents automatically, you can turn on automatic receiving for calls and documents.

- Make sure the MultiPASS C2500 is set for both fax and telephone communication (FAX/TEL AUTO SW is ON).



Make sure both the **ANS HOOK UP** and **MANUAL** lights are off. (Press the **ANS HOOK UP/MANUAL** button repeatedly until both lights are off.)

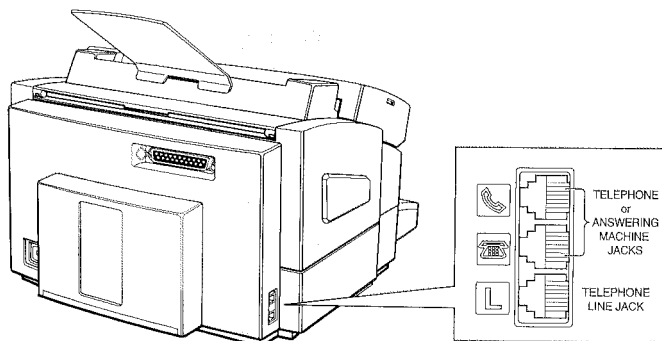
When a call comes in, the MultiPASS C2500 checks to see if the call is from a telephone or a fax machine.

- If the call is from a telephone, the MultiPASS C2500 rings to alert you.
- If you do not pick up the telephone within 15 seconds, the ringing stops. To change the F/T RING TIME, see page B-5.
- If the call is from a fax machine and the FAX INCOMING RING function is set to OFF, the MultiPASS C2500 does not ring. It receives the document automatically.
- To set the MultiPASS C2500 to ring whenever it receives a call, whether from a fax machine or telephone, you set the FAX INCOMING RING function to ON (see page B-6).

Receiving a Document Manually Using the Telephone

If you have a telephone connected to the MultiPASS C2500, you can activate reception of a document without physically touching the MultiPASS C2500. You simply answer the telephone and dial a two-digit code.

For this feature, the telephone can be plugged into either of the telephone or answering machine jacks on the MultiPASS C2500. Also, the MultiPASS C2500 must be set to receive documents manually. Make sure the MANUAL light is on.



When you answer the telephone and you hear a long beep or silence, a fax is being sent.



Press 25 on your telephone to switch the fax to receive mode. Wait for a high pitch tone and then hang up.

- In the RECEIVE(RX) SETUP menu, REMOTE RX must be set to ON.
- The default value for REMOTE RX ID is 25. You can change this value in the REMOTE RX submenu of the RECEIVE(RX) SETUP menu (page B-6).

Using the MultiPASS C2500 With an Answering Machine

Connecting an answering machine to the MultiPASS C2500 allows you to receive not only documents sent from other fax machines, but also messages from people calling when you are not available. When an answering machine is connected to the MultiPASS C2500, all incoming calls are first directed to the answering machine.

- If the call is from a person, the caller can leave a message.
- If the call is from a fax machine, your MultiPASS C2500 receives the document automatically.
- If the call is from a fax/telephone, the caller can leave a message and send a fax with just one call.



Note

You cannot use the MultiPASS C2500 with an answering service (like those offered by local telephone companies providing voice mail). If you subscribe to such an answering service, you will need a dedicated telephone line for the MultiPASS C2500.

Recording the Outgoing Message on Your Answering Machine

When recording a message, follow these guidelines:

- Try to keep your message to less than 15 seconds.
- In the message, tell your callers how to send a fax. Here's a sample message:

“Hello. I'm not in the office right now, but please leave a message after the beep. I'll return your call as soon as possible. If you would like to send a fax, press the start button on your fax after recording your message. Thank you.”
- Leave a 4-second pause at the beginning of the message (the 4-second pause plus the outgoing message should not exceed a total of 15 seconds).
- Set the answering machine to answer on the first or second ring.

Setting the MultiPASS C2500 for the Answering Machine

1

Press the
ANS HOOK UP/
MANUAL button.



Make sure the ANS HOOK UP light is on, and the MANUAL light is off.

2

Set your
answering
machine to
answer.

- The MultiPASS C2500 allows the answering machine to answer, then listens for a fax tone, and switches to receive mode automatically if it detects the tone.

3

Press the
ANS HOOK UP/
MANUAL button.

- When you turn off the answering machine, be sure to set the MultiPASS C2500 for the way you want to receive calls and/or faxes. You can switch to manual receive (MANUAL light on) or automatic receive (both the ANS HOOK UP and MANUAL lights off).



Note

Be sure the ANS HOOK UP light is on when you leave the office. If you forget to turn this on, all calls are treated like faxes and your callers cannot leave a message.

Adjusting the MultiPASS C2500 for Different Types of Answering Machines

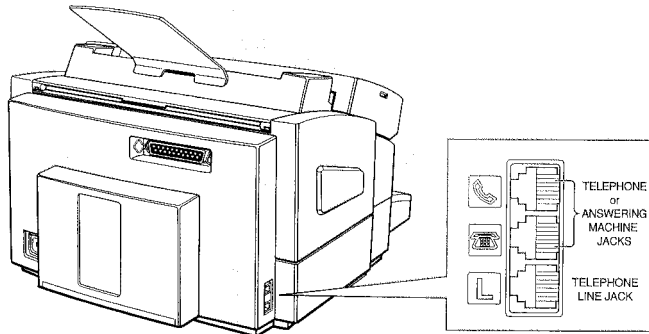
The MultiPASS C2500 switches to fax receiving when it hears the fax tone (CNG). However, some older fax machines do not send a CNG tone. If you cannot receive faxes, the sending party may have such a fax machine. In this case, try setting **ANS/FAX SWITCH** to **ON** (see page B-6). With this setting, the MultiPASS C2500 listens for a pause to determine if the incoming call is a fax.

Some answering machines also listen for a pause and disconnect the line after a certain period of silence. If your answering machine disconnects before the MultiPASS C2500 has a chance to switch to receive mode, the caller may not be able to send a fax on the same call.

If you experience this problem, adjust the **ANS/FAX SWITCH TIME** setting in the **RECEIVE(RX) SETUP** menu (see page B-6). Make sure that the required time for the MultiPASS C2500 to switch occurs prior to the time when your answering machine disconnects automatically.

Using the MultiPASS C2500 with a Data Modem

You connect the line jack on your data modem to either the  or  jack on the MultiPASS C2500.



Avoiding Conflict Between Fax and Data Communications

When you are using your data modem for communications, the MultiPASS C2500 recognizes that the line is busy and does not attempt to use the line to start fax communication. However, when the MultiPASS C2500 is in a fax communication, the data modem cannot recognize that the line is being used by the MultiPASS C2500.

Before starting data communication with your modem, you must check the LCD display on the MultiPASS C2500 to see if it is in the standby mode. Only start data communications when the MultiPASS C2500 is in standby mode.



Only share the phone line attached to the MultiPASS C2500 with your data modem if you will use the modem to initiate calls. If you would like to have others access your computer by calling you, or if you use your modem very frequently, you will need a dedicated telephone line for your modem.

Dialing Voice Calls With the MultiPASS Desktop Manager

You can use the MultiPASS C2500 and the MultiPASS Desktop Manager to dial your voice calls if you have a telephone connected to the unit. You can dial a number from the Address Book or dial a number that you specify.

Make sure you have attached the telephone properly and set the Telephone/Handset Installed option in the Phone/Fax Setup.

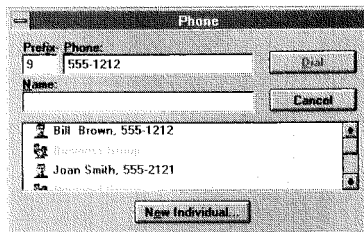
Using the Address Book

You can use the Phone icon either alone or in conjunction with an individual entry in the Address Book. After the voice number is dialed, you are prompted to lift the telephone.

1

In the Address Book, click an item and drag it to the Phone icon.

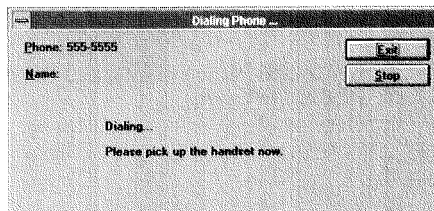
- The Phone dialog box appears.



2

Make sure the displayed phone number is correct, and click Dial.

- The MultiPASS Desktop Manager dials the number and prompts you to pick up the telephone. You can pick up the telephone and talk.

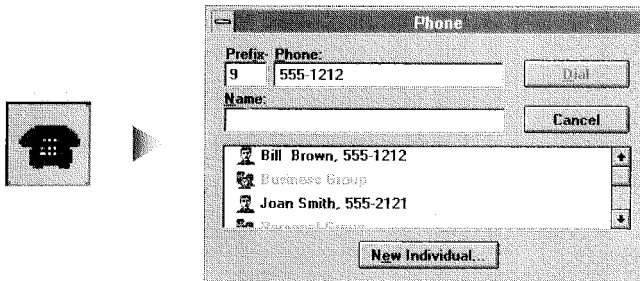


Dialing Directly

1

Click the Phone icon.

- The Phone dialog box appears.



2

Enter the phone number.

- If the person you want to call is listed in the displayed Address Book list, click the name. The name and the phone number appear in the Phone dialog box.
- The Phone text box is limited to 32 characters and the Name text box is limited to 40 characters. Do not include any prefix digits you typed in the Setup dialog box when you selected Preferences.
- These characters have special meaning:

Characters	Activity
0 to 9 * # +	Dialing digits
, p	Pause
P	Last pause
T	Tone switch over function
- () space	Display only characters; ignored by the application. Space cannot be used at the beginning of a number.

- Click the New Individual button to add a new person to the Address Book.

Click the Dial button.

- The Dialing Phone dialog box appears.
- The number is dialed and you are prompted to pick up the telephone.
- To stop the call, click the **Stop** button on the Dialing Phone dialog box.
- When the phone is answered, you can pick up the telephone and talk.

Distinctive Ring Pattern Detection (DRPD) Feature

Some phone companies offer a distinctive ring pattern (DRP) service whereby they assign two or more telephone numbers with distinctive ring patterns to a single telephone line. If your phone company offers such a service, you can have both a fax number(s) and a telephone number(s) for your MultiPASS C2500 using only one telephone line.

Your MultiPASS C2500 will automatically detect incoming calls. Based on the distinctive ring pattern, the MultiPASS C2500 knows if the call is from a fax machine trying to send a document or from a telephone trying to make a voice call.

Use the information in this section to set up the MultiPASS C2500 for use with a DRP service.

For more details on the DRP service, contact your local telephone company. (Your telephone company may have a different name for this service. Also, this service may not be offered in all areas.)

Types of Ring Patterns

Your telephone company will assign a distinctive ring pattern to each number when you order the DRP service. The setting you make with the following procedure must match the setting assigned by the telephone company.

You can set the MultiPASS C2500 for the following ring patterns:

- Normal ring—Ring type of normal telephone line
- Double ring—Two short rings at regular intervals
- Triple ring—Short-short-long at regular intervals
- Triple ring—Short-long-short at regular intervals
- Other ring type—Patterns other than those described above

You must set all DRPD ring numbers in the MultiPASS C2500. You select the ring pattern and then specify whether the pattern is for telephone calls, faxes, or both (fax/tel switching). See the next section for details.

How DRPD Responds to Calls

When there is an incoming call, the MultiPASS C2500 checks the incoming ring pattern and determines the type of pattern being received. The MultiPASS C2500 may require up to 10 seconds to determine the pattern type, and during this time the MultiPASS C2500 does not ring. After the pattern is detected, the MultiPASS C2500 reacts according to how you registered the setting.

Your Setting	Incoming Call From Fax	Incoming Call From Telephone
FAX	Receives the fax document without ringing.	Answers as a fax machine.
TEL	Rings to alert you to pick up the handset. Press START to receive the fax (manual reception).	Rings to alert you to pick up the telephone and take the telephone call.
FAX/TEL AUTO SW	Switches to receive mode for fax transmission signals and does not ring.	Rings to alert you to pick up the telephone and take the telephone call.

Turning on DRPD and Assigning a Setting to a Ring Pattern

1

Press
FUNCTION.



The light comes on.

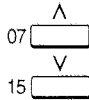
Then press DATA
REGISTRATION.



REGISTRATION
1. SPEED DIAL SETUP

2

Use ^ or v to
select
RECEIVE(RX)
SETUP.



DATA REGISTRATION
5. RECEIVE(RX) SETUP

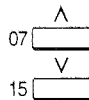
Then press SET.



RECEIVE(RX) SETUP
1. ECM RX

3

Use ^ or v to
select RX MODE.



RECEIVE(RX) SETUP
2. RX MODE

Then press SET.



RX MODE
FAX/TEL AUTO SW

4

Use $\wedge$ or $\vee$ to select DPRD.

07 $\wedge$
15 $\vee$

RX MODE
DPRD

Then press SET.

SET

DPRD
1. NORMAL RING

5

Use $\wedge$ or $\vee$ to select a ring pattern.

07 $\wedge$
15 $\vee$

- 1.NORMAL RING
- 2.DOUBLE RING
- 3.SHORT-SHORT-LONG
- 4.SHORT-LONG-SHORT
- 5.OTHER RING TYPE
- 6.FAX/TEL. AUTO SW

Then press SET.

SET

NORMAL RING
1. UNIT TELEPHONE #

6

Press SET again.

SET

UNIT TELEPHONE NO.
TEL=

7

Enter the telephone number associated with the ring pattern.

1 2 3
4 5 6
7 8 9
* 0 #

UNIT TELEPHONE #
TEL = 1234567

Then press SET.

SET

NORMAL RING
2. UNIT NAME

8

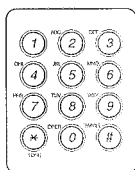
Press SET again.



UNIT NAME	:A
—	

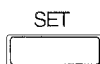
9

Enter the name
(company
or person)
associated with
the ring pattern.



UNIT NAME	:A
WESTERN REGION	

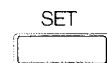
Then press SET.



NORMAL RING
3. RX MODE

10

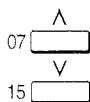
Press SET again.



RX MODE	TEL
---------	-----

11

Use ^ or v to
select your
receive mode.



TEL
FAX
FAX/TEL AUTO SW

Then press SET.

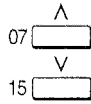


DRPD
2. DOUBLE RING

- If you choose FAX/TEL AUTO SW, continue here.
If you select TEL or FAX, go to step 18.

12

Use $\wedge$ or $\vee$ to
select FAX/TEL
AUTO SW.



DRPD
6. FAX/TEL AUTO SW

Then press SET.



FAX/TEL AUTO SW
1. RING START TIME

13

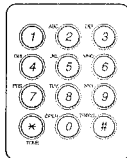
Press SET again.



RING START TIME
08SEC

14

Choose between
0-30 SECONDS.



RING TIME START
010SEC

Then press SET.



FAX/TEL AUTO SW
2. F/T RING TIME

15

Press SET again.



F/T RING TIME
015SEC

16

Choose
between 10-45
SECONDS.



F/T RING TIME

020SEC

Then press SET.



FAX/TEL AUTO SW

3. F/T SWITCH ACTION

17

Press SET again.

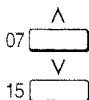


F/T SWITCH ACTION

RECEIVE

18

Press ^ or v to
choose between
RECEIVE and
DISCONNECT.



F/T SWITCH ACTION

DISCONNECT

Then press SET.



RECEIVE (RX) SETUP

3. FAX INCOMING RING

○ To make additional assignments, start from step 4.

19

Press STOP to
complete the
procedure.



The MultiPASS C2500 returns to
standby mode.



Note

When DRPD is selected, the communication type for each ring pattern defaults to TEL (except for the DOUBLE RING pattern which defaults to FAX/TEL AUTO SW). After you select the ring pattern that has been assigned for your fax communications, you need to make sure that the other ring patterns are not set to FAX. Otherwise, the MultiPASS C2500 may answer as a fax for each ring pattern.

Communicating Using the Distinctive Ring Pattern Detection (DRPD) Feature

Using the MultiPASS C2500 with a DRPD service *is almost* the same as using it with a normal telephone line. When you receive calls, however, the MultiPASS C2500 responds somewhat differently, as described below.

The DRPD service is commonly used with automatic receiving only.

MultiPASS C2500 Set for Automatic Receiving (the ANS HOOK UP and MANUAL lights are both off)

When the MultiPASS C2500 is set for automatic receiving, it operates according to the mode set for the registered setting (TEL, FAX, or FAX/TEL AUTO SW). If FAX/TEL AUTO SW is set, the difference between incoming telephone calls and fax transmissions will be detected.

When someone calls using the number assigned for telephone communication, the MultiPASS C2500 rings in the pattern you registered in the above procedure. When you hear the telephone call ring pattern, simply pick up the telephone connected to the MultiPASS C2500 and talk. If you do not pick up the telephone, the MultiPASS C2500 continues to ring until the other party hangs up.

When someone sends a fax using the number assigned for fax communication, the MultiPASS C2500 does not ring. It receives the document automatically.

MultiPASS C2500 Set for Manual Receiving (the MANUAL light is on and the ANS HOOK UP light is off)

When you receive a call over any of the numbers in the DRP system, the MultiPASS C2500 rings with the appropriate pattern you registered. Pick up the handset.

- If the call is from a person, talk normally.
- If you hear a slow beep, press **START/COPY** to receive a fax.

MultiPASS C2500 Set for an Answering Machine (the ANS HOOK UP light is on and the MANUAL light is off)

When someone calls using the number assigned for telephone communication, the MultiPASS C2500 rings with the pattern you registered. When the unit rings, the answering machine connects and then takes over the call.

When someone sends a fax using the number assigned for fax communication, the MultiPASS C2500 receives the document automatically.

MultiPASS C2500 Set for Automatic Switching Between Fax and Telephone Calls

The MultiPASS C2500 monitors all incoming calls for all the numbers with DRPD. The MultiPASS C2500 answers the telephone for you and checks to see if the call is from another fax machine or from a person wanting to talk to you. If the call is from another fax machine, the MultiPASS C2500 automatically receives the document. If the call is from a person, the MultiPASS C2500 rings to alert you to pick up the telephone.

No matter which number receives a call, if you hear a slow beep signifying another fax trying to send you a document, press **START/COPY** to receive the document.

Activity Reports Generated by the MultiPASS C2500

7

This chapter describes how to print reports generated by the MultiPASS C2500. These reports include activity reports, lists of fax and telephone numbers, and lists of user's data information.



Note

These reports do not include activities or lists created by the MultiPASS Desktop Manager (see page 4-38 to print the Fax Log).

Your MultiPASS C2500 keeps track of all of its sending and receiving operations, and records them in the form of activity reports. These reports can help you confirm the dates and times of fax transactions and whether or not each transaction was successful.

This chapter includes:

- Setting up to print activity reports
- Printing the lists of fax and telephone numbers
- Printing the User's Data List
- Printing the Memory Clear List

Setting Up to Print Activity Reports

The MultiPASS C2500 creates these activity reports:

- TX (send) Report
- RX (receive) Report
- Activity Management Report

The MultiPASS C2500 prints the TX Report and RX Report automatically only (as the transaction takes place). You can control whether these reports print after every fax or only if an error occurs.

You can print the Activity Management Report automatically after 40 send and receive transactions have taken place, or you can print the report anytime you choose.

1

Press
FUNCTION.



The light comes on.

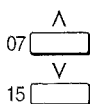
Then press DATA
REGISTRATION.



DATA REGISTRATION
1. SPEED DIAL SETUP

2

Use ^ or v to
display REPORT
SETTINGS.



DATA REGISTRATION
3. REPORT SETTINGS

Then press SET.



REPORT SETTINGS
1. TX REPORT

3

Use $\wedge$ or $\vee$ to
select the
report.

07 $\wedge$
15 $\vee$

Select TX REPORT, RX REPORT, or
ACTIVITY REPORT.

Then press SET.

SET
[]

TX REPORT
PRINT ERROR ONLY

4

Use $\wedge$ or $\vee$ to
select the type
of output.

07 $\wedge$
15 $\vee$

Select PRINT ERROR ONLY,
OUTPUT YES, or OUTPUT NO.

Then press SET.

SET
[]

REPORT WITH TX IMAGE
OFF

5

Use $\wedge$ or $\vee$ to
select the type
of report.

- Turn REPORT WITH TX IMAGE (sending a confirmation report that includes a copy of the first page of the document) ON or OFF.

07 $\wedge$
15 $\vee$

REPORT WITH TX IMAGE
ON

Then press SET.

SET
[]

REPORT SETTINGS
2. RX REPORT

6

Press STOP to
complete the
procedure.



The MultiPASS C2500 returns to
standby mode.

Generating Activity Reports

The following table describes how the MultiPASS C2500 generates activity reports based on your settings in the REPORT SETTINGS menu. (Please note that **bold** = default settings.)

TX REPORT

PRINT ERROR ONLY	Prints a report only if an error occurred during transmission.
OUTPUT YES	Prints a report every time you send a fax transmission.
OUTPUT NO	Does not print a report when you send a fax transmission.
REPORT WITH TX IMAGE ON/OFF	If you select PRINT ERROR ONLY or OUTPUT YES and you turn REPORT WITH TX IMAGE to ON, the report includes a copy of the first page of the document to remind you what the document contained (if the document was stored in memory).

RX REPORT

PRINT ERROR ONLY	Prints a report only if an error occurred during reception.
OUTPUT YES	Prints a report every time you receive a fax document.
OUTPUT NO	Does not print a report when you receive a fax document.

ACTIVITY REPORT

AUTO PRINT OFF/ON	If you select ON, an Activity Management Report will be printed for every 40 transactions (sending or receiving) automatically.
TX/RX SEPARATE OFF/ON	If you select ON, the sending and receiving reports will be grouped and printed separately (on the same page). If you select OFF, the sending and receiving reports will be printed together with each transaction printed in the order in which it occurred.

Samples of TX Report and RX Report

TX Report (Sending)

Normally the MultiPASS C2500 is set to print an activity report (with a copy of the first page of the document you were trying to send) only when an error occurs during sending.

- You can set the MultiPASS C2500 to print this report every time you send a document, with or without a copy of the first page of the document you are sending.

06/01/96	10:12	FAX 714 444 7777	CANON COMPUTER SYSTEMS	PO1
***** TX REPORT *****				
TRANSMISSION OK				
TX/RX NO.	0002			
CONNECTION TEL	18005264345			
CONNECTION ID	CANON FAX BACK			
START TIME	06/01 10:11			
USAGE TIME	00'36			
PAGES	1			
RESULT	OK			

RX Report (Receiving)

Normally the MultiPASS C2500 does not print an activity report for receiving, but you can set the MultiPASS C2500 to print an activity report every time you receive a document or only if an error occurs during receiving.

06/01/96	10:12	FAX 714 444 7777	CANON COMPUTER SYSTEMS	PO1
***** RX REPORT *****				
RECEPTION				
TX/RX NO.	0026			
CONNECTION TEL	18005264345			
CONNECTION ID	CANON FAX BACK			
START TIME	06/01 13:49			
USAGE TIME	00'27			
PAGES	1			
RESULT	OK			

Multi-activity Report

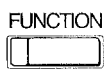
This report lists the result of a sequential broadcast. If you set the MultiPASS C2500 to print activity reports (TX REPORT or RX REPORT) and then use Sequential broadcasting or Polling reception with multiple parties, the Multi-activity Report is printed instead of the activity report (Sending or Receiving).

06/01/96	10:12	FAX 714 444 7777	CANON COMPUTER SYSTEMS	PO1
***** MULTI TX/RX REP. *****				
TX/RX NO.	0026			
INCOMPLETE TX/RX	[04]	1 800 526 4345	CANON FAX BACK	
TRANSACTION OK	[02]	1 310 222 5555	JOE CANON	
ERROR	[03]	555 8888	STEPHANIE SMITH	

Printing an Activity Management Report

1

Press
FUNCTION.



The light comes on.

2

Press REPORT.



PRINTING REPORT

The Activity Management Report summarizes the sending and receiving activities of your MultiPASS C2500.

- The MultiPASS C2500 prints sending and receiving transactions together in the same report. You can also set the MultiPASS C2500 to print sending and receiving transactions separately (see page 7-4).

06/01/96		10:12	FAX 714 444 7777		CANON COMPUTER SYSTEMS			PO1

***** ACTIVITY REPORT *****								

START TIME		CONNECTION	TEL	CONNECTION ID	NO.	MODE	PAGES	RESULT
06/01	11:55	* 18005264345		CANON FAX BACK	0017	TRANSMISSION	1	OK 00'31
	11:57	* 13102225555		JOE CANON	0016	TRANSMISSION	1	OK 00'47
	12:45	* 12135558888		STEPHANIE BUTLER	0018	RECEPTION	1	OK 00'35
	12:53	* 17147774444		MICHELE SMITH	0019	RECEPTION	1	NG 00'01
								0 #011
	12:57	* 18005264345		CANON FAX BACK	0021	TRANSMISSION	1	NG 00'31
								0 #018
	12:56	* 17148887777		P&G INDUSTRIAL	0022	TRANSMISSION	1	OK 00'31
	13:55	* 5552222		WESTERN REGION	0023	TRANSMISSION	1	OK 00'21
								STOP

Printing the Lists of Fax and Telephone Numbers

You can print separate lists of one-touch speed dialing, coded speed dialing, and group dialing numbers registered in the MultiPASS C2500.

1

Press
FUNCTION.



The light comes on.

Then press DATA
REGISTRATION.



DATA REGISTRATION
1. SPEED DIAL SETUP

2

Press SET.



SPEED DIAL SETUP
1. 1-TOUCH SPD DIAL

3

To print a list of
registered
speed dialing
numbers, press
REPORT.



PRINTING REPORT

Sample of Lists

One-Touch Speed Dialing List

This report lists the information for each of the registered one-touch speed dialing numbers.

06/01/96	10:12	FAX 714 444 7777	CANON COMPUTER SYSTEMS	PO1
***** ***** 1-TOUCH SPD LIST ***** *****				
SD #	CONNECTION TEL	CONNECTION ID		
[01]	18005264345	CANON FAX BACK		
[02]	13102225555	JOE CANON		
[03]	17148887777	P&G/INDUSTRIAL		
[04]	17147774444	MICHELE SMITH		
[05]	17148887777	WESTERN REGION		

Coded Speed Dialing List

This report lists information for each of the registered coded speed dialing numbers.

06/01/96	10:12	FAX 714 444 7777	CANON COMPUTER SYSTEMS	PO1
***** ***** CODED SPD LIST ***** *****				
SD #	CONNECTION TEL	CONNECTION ID		
[*01]	12135558888	STEPHANIE BUTLER		
[*02]	13104442222	GRAPHICS/SALES		
[*03]	17142221111	GOLDEN CONNECTION		
[*04]	12134449999	DALLAS/GRADY		

Group Dialing List

This report lists the information for each of the groups registered for the group dialing.

06/01/96	10:12	FAX 714 444 7777	CANON COMPUTER SYSTEMS	PO1
***** ***** GROUP DIAL LIST ***** *****				
SD #	CONNECTION ID	SD #	CONNECTION TEL	CONNECTION ID
[05]	CANON GROUP	[01]	18005264345	CANON FAX BACK
		[02]	13102225555	JOE CANON
		[03]	17148887777	P&G/INDUSTRIAL
		[04]	17147774444	MICHELE SMITH

Printing the User's Data List

Use this procedure to print a list of the data registered in your MultiPASS C2500. The list includes the user data settings you have entered for printing on your fax transmissions, such as your name and fax/phone number, date, and other useful information.

1

Press
FUNCTION.



The light comes on.

Then press DATA
REGISTRATION.



DATA REGISTRATION
1. SPEED DIAL SETUP

2

Use $\wedge$ or $\vee$ to display USER SETTINGS.

07 $\wedge$
15 $\vee$

DATA REGISTRATION
2. USER SETTINGS

Then press SET.

SET
[]

USER SETTINGS
1. DATE & TIME

3

Press REPORT to print a user list.

REPORT
05 []

PRINTING REPORT

Activity Reports

Sample of User's Data List

This report lists the name and number you registered during setup and a list of all current settings.

```

06/01/96   10:12   FAX 714 444 7777   CANON COMPUTER SYSTEMS   P01

*****
**** USER'S DATA LIST ****
*****

USER SETTINGS

USER TEL #           ----   7144447777
USER ID              ----   CANON COMPUTER SYSTEMS
TTI OPTION SET       ----
TTI POSITION          ----   OUTSIDE IMAGE
TTI MARKER           ----   FAX
DENSITY CONTROL      ----   STANDARD
OFFHOOK ALARM        ----   ON
VOLUME CONTROL       ----
  PHONE VOL LEVEL    ----   VOLUME
  CALLING VOLUME     ----
  ALARM VOLUME       ----
  RX CALL LEVEL      ----
  
```

Printing the Memory Clear Report

The Memory Clear Report summarizes the documents that were cleared from memory when a power failure occurred. This report is generated automatically.

- If you experience a power failure, every document stored in memory will be saved for approximately one hour. If the power failure occurs for an extended period of time beyond this limit, the documents in the MultiPASS C2500 memory will be lost.
- When you turn on the MultiPASS C2500 after power is restored, the MultiPASS C2500 automatically prints out a list of documents that were stored in the memory at the time of the power failure.
- If the power outage is less than one hour, the MultiPASS C2500 prints the documents stored in memory.

06/01/96	10:12	FAX 714 444 7777	CANON COMPUTER SYSTEMS		PO1

*** MEMORY CLEAR REPORT ***					

TX/RX NO.	MODE	CONNECTION TEL	PAGES	SET TIME	START TIME
0012	TRANSMISSION	7148887777	3	12/01	23:00
0013	RECEPTION	8005264345	2	12/01	12:37

Maintaining the MultiPASS C2500

8

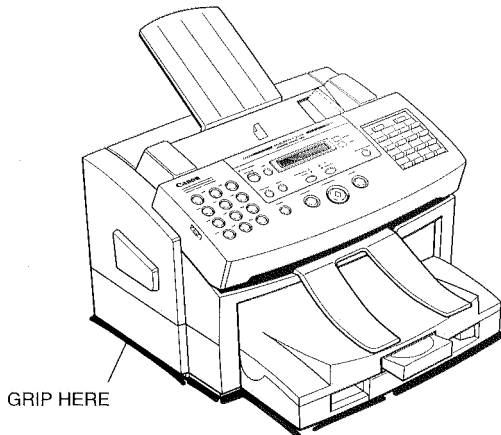
This chapter describes the routine maintenance required for your MultiPASS C2500. It includes:

- MultiPASS C2500 guidelines
- Routine maintenance
- BJ cartridge guidelines
- Replacing the BJ cartridge
- Replacing an ink tank in the BC-21 Color BJ cartridge
- Storing BJ cartridges
- Transporting the MultiPASS C2500

MultiPASS C2500 Guidelines

Follow these guidelines to avoid damage to your MultiPASS C2500 and harm to you or others:

- Place the MultiPASS C2500 on a stable surface.
- Do not install the MultiPASS C2500 near devices that contain magnets or generate magnetic fields, such as speakers.
- Do not subject the MultiPASS C2500 to strong physical shock or vibration.
- Make sure the area where you use the unit is free from dust.
- Keep the MultiPASS C2500 clean. Dust accumulation can prevent the unit from operating properly.
- To assure proper electrical contact, make sure the unit is firmly plugged in.
- Never pull on the cord to unplug the MultiPASS C2500. Pull on the plug itself.
- Do not overload the electrical outlet where the MultiPASS C2500 is plugged in.
- For your safety, unplug the MultiPASS C2500 during electrical storms.
- Lift the MultiPASS C2500 from the bottom only. Do not lift the unit by the operator panel or any of its trays.



Routine Maintenance

Perform the following routine maintenance, as necessary, to keep your MultiPASS C2500 in good operating condition.



- Before you clean the MultiPASS C2500, be sure to print any faxes stored in memory.
- Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.
- When you unplug the MultiPASS C2500, be sure to plug it in again as soon as possible. Without power, it will retain any fax data in memory for about an hour. After this, the fax data will be lost.

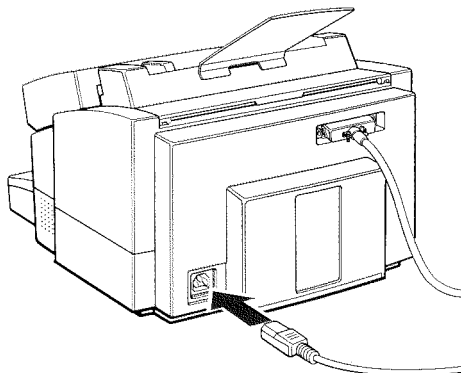
1

Disconnect the power cord.

- Lightly wipe the unit's exterior with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.
- Never use thinner, benzene, alcohol or any other organic solvent, as it may damage the surface of the MultiPASS C2500.

2

Connect the power cord again.



Cleaning the BJ Cartridge Print Head

To maintain the best possible print quality, you need to clean the BJ cartridge print head from time to time. Your MultiPASS C2500 is equipped with a print head cleaning function. If you notice some degradation in the print quality, try cleaning the print head.



Cleaning the print head consumes a small amount of ink. Cleaning too often reduces the amount of ink in the cartridge.

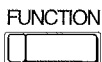


If you are experiencing faded printing, you can often correct the problem by adjusting the print density (contrast) and printing speed. Try this before cleaning the print head.

1

Press
FUNCTION.

- Make sure the MultiPASS C2500 is plugged in.



The light comes on.

2

Press
CLEANING.



CLEANING

- When cleaning ends, the MultiPASS C2500 beeps once to let you know it is done, and returns to standby mode.
- Do this five consecutive times if necessary.
- If the problem persists, install a new BJ Cartridge.

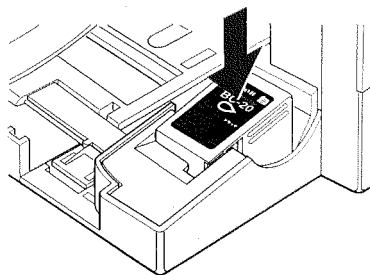
BJ Cartridge Guidelines

Canon makes numerous BJ cartridges; the BC-20 Black BJ cartridge and the BC-21 Color BJ cartridge are designed specifically for the MultiPASS C2500 and are the only ones Canon recommends that you use. The BCI-21 Blk and BCI-21 Color ink tanks (also called ink cartridges) are designed specifically for the BC-21 Color BJ cartridge and are the only ones Canon recommends that you use in this cartridge.

BJ Cartridge and Ink Tank Maintenance

The most important thing you can do to extend the life of your MultiPASS C2500 and to ensure optimum print quality is take care of the BJ cartridges.

- If you are using both the BC-20 Black BJ cartridge and the BC-21 Color BJ cartridge, make sure you store the cartridge not being used in the BJ cartridge storage compartment:



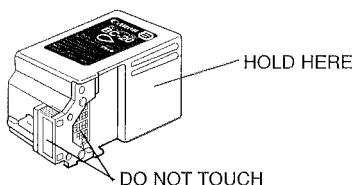
- Store BJ cartridges and ink tanks at room temperature.
- Keep BJ cartridges and ink tanks in their sealed containers until you are ready to use them.
- Keep the BJ cartridge in its home position (right side of the printer) when you are not using the printer. Leaving it out of its home position will cause the print head to dry out.
- Perform the print head cleaning when your print quality is not satisfactory. (See page 8-4 for instructions.)
- Replace the BJ cartridge or an ink tank when the print quality does not improve after five consecutive print head cleanings.

- Do not remove the ink tanks from the BC-21 Color BJ cartridge unnecessarily. This may cause the ink to clog.
- Make sure both ink tanks are installed in the BC-21 Color BJ cartridge. Attempting to use the BC-21 Color BJ cartridge with one ink tank only may cause ink clogging.
- If spilled, the ink is difficult to remove. **Therefore, it's a good idea to keep the BJ cartridges and ink tanks out of the reach of children.**
- Do not touch the print head area on the BJ cartridge. Ink may leak out and cause stains.



Caution

Hold the BJ cartridge on the sides only. Do not touch the silver plate on the bottom of the BJ cartridge or the silver metal or circuit area on the side. The metal area may become hot during printing.



To avoid spilling ink, follow these precautions:

- Do not attempt to disassemble or refill a BJ cartridge or an ink tank.
- Do not vigorously shake a BJ cartridge or an ink tank while handling it.
- Do not insert anything into the opening on a BJ cartridge or an ink tank.



Caution

Spilled ink can permanently stain any surface. Open BJ cartridges and ink tanks carefully, and follow the guidelines presented here to protect against spilled ink.

Using Ink

Ink formulation is the most critical component of a Bubble Jet printer. The ink you use must meet these guidelines:

- It must be able to be heated and cooled over 6,000 times per second without clogging.
- It must dry very quickly without bleeding into other colors.
- It must work with different media and software, while providing correct color matching with the printer driver.
- It must be environmentally friendly.

Canon has more engineers dedicated to creating quality ink for providing the best results for output on Bubble Jet printers than any other organization. Canon does not prohibit the use of third-party inks and the use of third-party inks does not invalidate the product's limited warranty. However, Canon cannot guarantee the quality or performance of your printer when you are using inks from other suppliers.

Canon's limited warranty does not cover damage caused to Canon's Bubble Jet products that is attributable to the use of third party parts or supplies, including inks. The limited warranty remains in effect for its life once that particular damage has been properly repaired.

For optimum printing results, Canon recommends that you use only the Canon BC-20 Black BJ cartridge or the Canon BC-21 Color BJ cartridge.

When replacing ink tanks in the BC-21 Color BJ cartridge, Canon recommends that you use only Canon BCI-21 Color and BCI-21 Blk ink tanks.

Replacing the BJ Cartridge

With normal use, you will occasionally need to replace your BJ cartridge or one of its ink tanks. How often you'll need to do this depends on the type of printing you do. If you print a lot of graphics, you may need to change cartridges more often than if you print mostly text.

- You should replace the BJ cartridge at least once a year, or whenever printed output is not crisp and clear and shows gaps (missing dots) in the characters even after you have cleaned the print head five consecutive times.
- If you are using the BC-20 Black BJ cartridge and the message **REPLACE CARTRIDGE** appears in the LCD display, the BJ cartridge may have run out of ink.
- If you are using the BC-21 Color BJ cartridge and the message **INSTALL BLACK CART** appears, you have the MultiPASS C2500 set to not print incoming faxes with this cartridge. You can change to the BC-20 Black BJ cartridge or you can change your settings. You must set **RX W/COLOR CART** to **PRINT AUTOMATICALLY** to print incoming faxes with the BC-21 Color BJ cartridge.
- If you are using the BC-21 Color BJ cartridge and your output is blank, one of the ink cartridges is probably out of ink and needs to be replaced. See *Replacing an Ink Tank in the BC-21 Color BJ Cartridge* later in this chapter for instructions.

There are four test prints you can use to check print quality (see page B-8).

To replace the BJ cartridge, follow these steps:

1

Press the
CARTRIDGE
button.

CARTRIDGE



The cartridge holder moves to the center of the unit.

Open the
printer cover.

- Grasp both sides and lift it up.

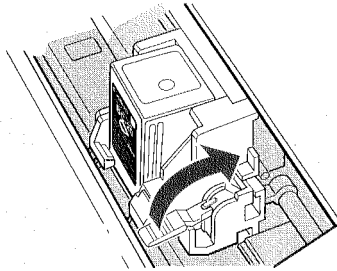


- Do not try to move the cartridge holder manually; this may damage the unit. If the cartridge holder does not move and the unit beeps several times, unplug the MultiPASS C2500 and let it cool for several minutes. (The device has an automatic protection mode that prevents it from overheating.) After allowing it to cool, plug the unit in again and press the **CARTRIDGE** button to move the cartridge holder.
- Hold the BJ cartridge on the sides only. Do not touch the silver plate on the bottom of the BJ cartridge or the silver metal or circuit area on the side. The metal area may become hot during printing.

3

Lift the green lock lever on the cartridge holder.

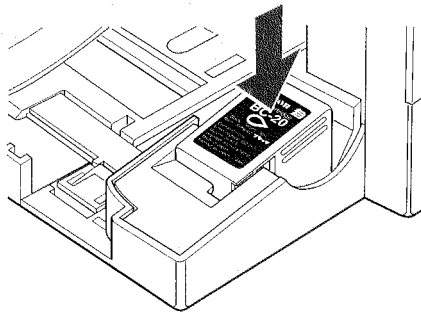
- Gently pull up on it.



4

Dispose of or store the BJ cartridge.

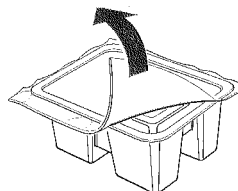
- Dispose of the old BJ cartridge, or store it in the BJ cartridge storage compartment, located inside the paper cassette of the MultiPASS C2500.



5

Open the BJ cartridge package.

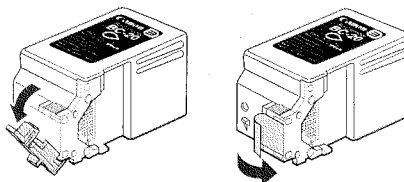
- Peel the protective foil off the new BJ cartridge's packaging, and remove the cartridge.



6

Remove the protective material from the BJ cartridge.

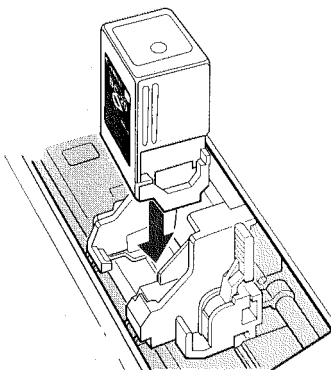
- Lift off the orange cap from the cartridge's print head; then remove the orange tape.



7

Slide the BJ cartridge straight into the cartridge holder.

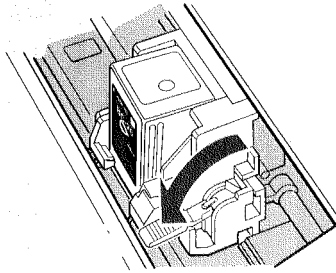
- Make sure the cartridge label faces you.
- Be careful not to touch the silver plate on the bottom of the BJ cartridge or the silver metal or circuit area on the side.



8

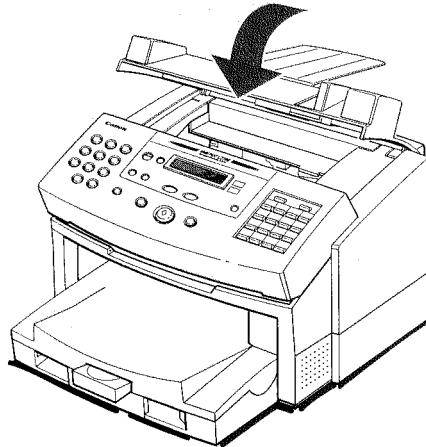
Make sure the cartridge is aligned against the back of the holder, then lower the green lock lever.

- The BJ cartridge locks into position.
- Do not apply excessive force.



9

Close the printer cover.



10

Press the CARTRIDGE button.

CARTRIDGE



The cartridge holder moves to the home position on the right side of the unit.

Replacing an Ink Tank in the BC-21 Color BJ Cartridge

If you perform a print operation correctly but the output is blank, portions are missing, or colors are very wrong, an ink tank may be out of ink. If the output is still blank after cleaning the print head at least five consecutive times, replace the empty ink tank in the BC-21 Color BJ cartridge.

You leave the BJ cartridge in the MultiPASS C2500 when replacing an ink tank.

1

Press the
CARTRIDGE
button.

CARTRIDGE

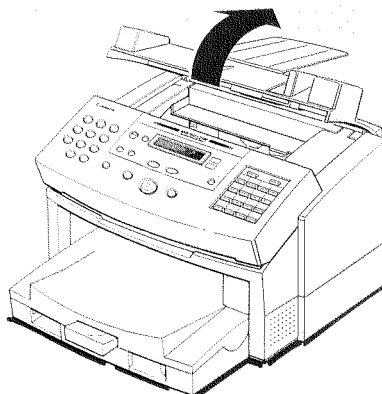


The cartridge holder then moves to the center of the unit.

2

Open the
printer cover.

○ Grasp both sides and lift it up.



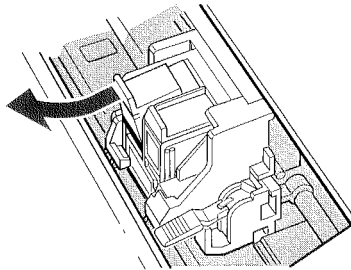
Caution

Do not try to move the cartridge holder manually, or you may damage the unit. If the cartridge holder does not move and the unit beeps several times, unplug the MultiPASS C2500 and let it cool for several minutes. (The device has an automatic protection mode that prevents it from overheating.) After allowing it to cool, plug the unit in again and press the **CARTRIDGE** button to move the cartridge holder.

3

Remove the empty ink tank.

- The color ink tank is on the left; the black ink tank is on the right.
- Grasp the tab on the top of the tank and pull forward to release the ink tank.
- Then lift the ink tank up and out of the BJ cartridge unit.

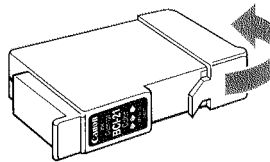


- Dispose of the ink tank properly. You may want to place it in a plastic bag to keep from spilling any residual ink.

4

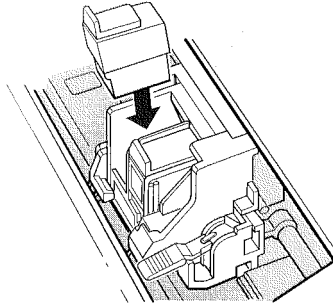
Take the new ink tank out of its packaging.

- Remove the orange protective cap.
- Do not touch the bottom of the ink tank; you may get ink on your hands.



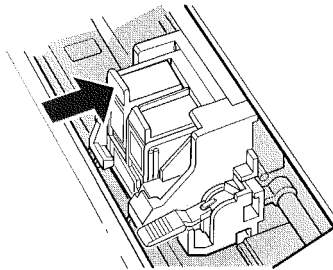
5

Slide the new ink tank into the empty slot.



6

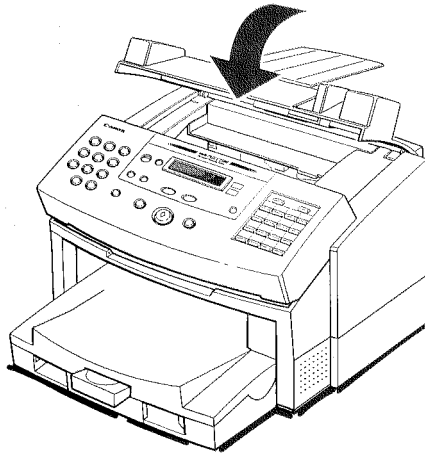
Press firmly on the tab on top of the new ink tank until it snaps into place.



- If you are replacing both tanks, repeat steps 3 through 6 for the other ink tank.
- Make sure each tank is properly seated in its slot.

7

Close the
printer cover.



8

Press the
CARTRIDGE
button.

CARTRIDGE



The cartridge holder then moves to the
home position on the right side of
the unit.

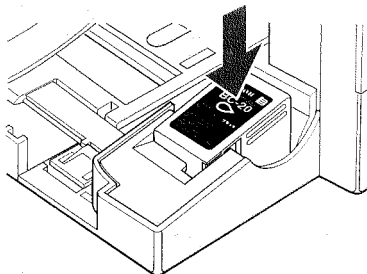


Note

Whenever you unplug the MultiPASS C2500, make sure the BJ cartridge is in the home position on the right side. If you unplug the unit while it is printing, or move the BJ cartridge from the home position, the cartridge will not be capped and may dry out.

Storing BJ Cartridges

Once you unwrap a BJ cartridge, you must install it in the MultiPASS C2500 or store it in the BJ cartridge storage compartment in the paper cassette.



When you remove the BJ cartridge from the MultiPASS C2500, the print head is exposed to air, which can cause it to dry out and clog. Be sure to store the BJ cartridge in the storage compartment.

Transporting the MultiPASS C2500

If you need to transport the printer, be very careful.

1

Remove the
BJ cartridge.

- Store the cartridge in the BJ cartridge storage compartment.
- If you need an extra storage compartment, you can purchase the SB-20 cartridge container. Call **1-800-671-1090** for information.
- Do not ship the MultiPASS C2500 with a BJ cartridge in the cartridge holder.

2

**Disconnect
all cables.**

- ☐ Unplug the power cord.
- ☐ Disconnect the telephone lines and parallel cable.

3

Remove all trays.

- ☐ Remove the document guide and document support.
- ☐ Make sure the extension is in all the way.

4

Pack the unit.

- ☐ Carefully pack the unit in its original packing materials.

This chapter contains information to help you solve problems you may have when using the MultiPASS C2500. It includes:

- Paper jams
- LCD messages
- Printing problems
- Faxing problems
- Copying problems
- Scanning problems
- MultiPASS Desktop Manager problems

If you have a problem with your MultiPASS C2500 and you cannot resolve it by referring to the information in this chapter, contact the Canon Computer Systems Customer Care Center at **1-800-423-2366** (U.S.A.) or contact Canon Canada at **1-800-263-1121**.

Canon's support personnel are trained in the technical support of Canon's products and should be able to help you with your problem. If your printer requires service, they can provide you with the telephone number of your local Canon Authorized Service Facility (ASF).



Attempting to repair the MultiPASS C2500 yourself may void the limited warranty as to that repair. See the limited warranty card for details.

Before contacting Canon, see page 1-4 for a description of the support options available to you. If you need to contact Canon directly, make sure you have the following information:

- Product name—MultiPASS C2500
- Serial number
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results

The serial number is located on the label on the back of the unit:

CANON INC.(DA1)	RS5-8658 MADE IN JAPAN
NO. X X X X X X X X	SERIAL NUMBER

Paper Jams

On occasion, the document feeding into the MultiPASS or the paper in its printing unit may misfeed or jam. You can usually clear the problem easily.



Note

You need not unplug the MultiPASS C2500 to clear paper jams.

Automatic Document Feeder (ADF) Jams

1

Press STOP.

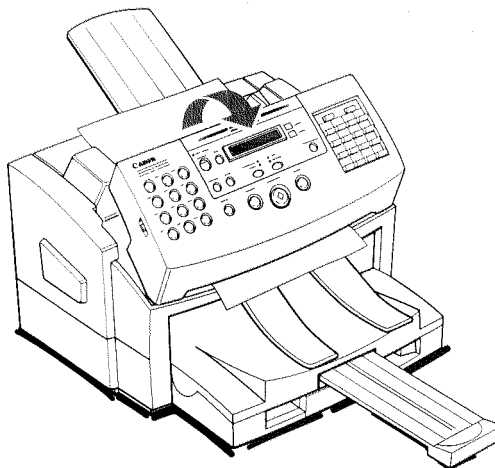


Stops the printing operation.

2

Open the operator panel.

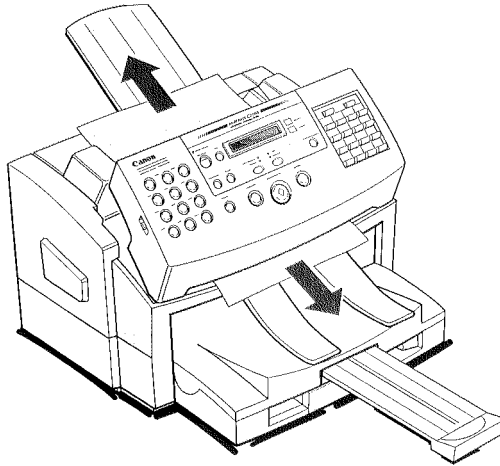
- Gently pull the operator panel toward you.
- It opens only slightly.



3

Remove the document.

- While holding the operator panel open, remove the document.
- Pull it in either direction.



4

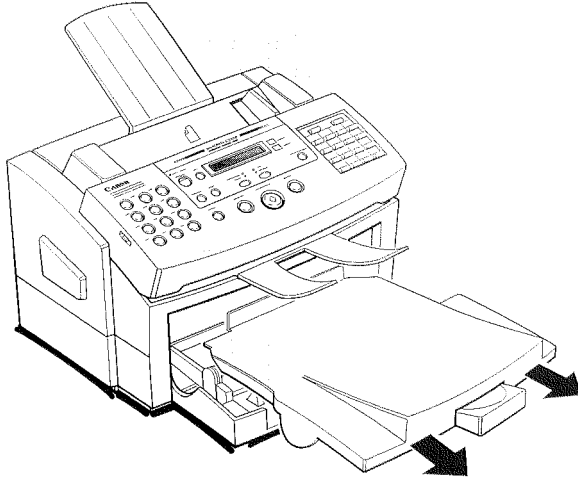
Close the operator panel.

- Gently press the operator panel until it clicks closed.

Paper Cassette Jams

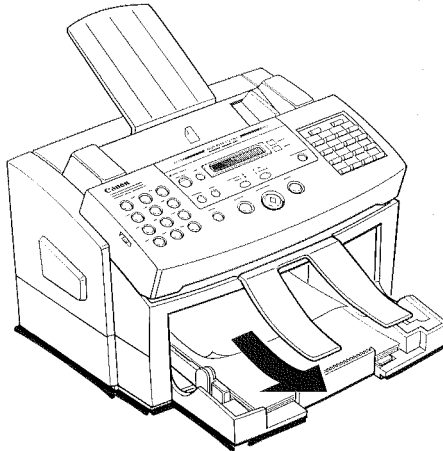
1

Remove the
paper cassette
cover.



2

Gently pull any
jammed paper
out of the unit.



3

Remove the stack of paper from the paper cassette.

- Fan the paper, and tap it on a flat surface to even out the stack.
- Reinsert the paper into the paper cassette. Make sure you push the paper to the back and right of the paper cassette, and that the stack does not exceed the limit mark.
- Replace the paper cassette cover.

4

Press STOP or RESUME.



This clears the error message.

LCD Messages

The following messages are displayed in the LCD when the MultiPASS C2500 is performing a function or encounters an error.

Information Messages

Message	Error Code	Cause	Action
AUTO REDIAL	—	The receiving fax was busy and the MultiPASS C2500 is redialing.	Press STOP if you want to cancel the transmission.
DIALING	—	The MultiPASS C2500 is dialing the receiving fax machine.	Press STOP if you want to cancel the transmission.
DOCUMENT READY	—	The document is in the Automatic Document Feeder and ready for faxing or copying.	Send the fax or make a copy.
ECM RX	—	The MultiPASS C2500 is receiving a fax using ECM.	ECM transmissions may take longer than normal transmissions. Turn off ECM if you need to receive quickly, or if you know your local lines are in good condition.
ECM TX	—	The MultiPASS C2500 is sending a fax using ECM.	ECM transmissions may take longer than normal transmissions. Turn off ECM if you need to transmit quickly, or if you know your local lines are in good condition.
ERASING END	995	The document was deleted from memory.	—
HANG UP PHONE	—	The telephone is off hook.	Place the telephone properly into its cradle.
MEMORY FULL PLEASE WAIT	—	The MultiPASS C2500 is sending a fax and its memory is full.	Wait until the fax is sent.
MEMORY IN USE <i>nn%</i>	—	Shows the percentage of memory currently in use.	If you need more space, clear the memory.

Message	Error Code	Cause	Action
NO ANSWER	—	The receiving fax machine does not answer.	Make sure you dialed the correct number. Try again later.
PLEASE WAIT	—	The MultiPASS C2500 is warming up.	Wait until you see the date and time displayed.
RECEIVED IN FILE	—	The computer was off and a document was received in the memory of the MultiPASS C2500.	Turn the computer on to upload the file or press FUNCTION then press FILE PRINT to print the document.
RECEIVED IN MEMORY	—	The paper or ink ran out, or a paper jam occurred, so the MultiPASS C2500 received the document in memory.	Add paper to the paper cassette, change the BJ cartridge, or clear the paper jam.
REDIALING	—	The MultiPASS C2500 is waiting to redial the other party's number because the line was busy or the other party did not answer when you tried to send the document.	Wait for the MultiPASS C2500 to try redialing. If that doesn't work, wait until the MultiPASS C2500 starts to dial the number, then press STOP to cancel redialing. Try to send the document again at a later time.
STOP KEY PRESSED	—	You pressed the STOP button to cancel the current operation.	
TALK	—	The FAX/TEL switch is set for the MultiPASS C2500 to ring.	Answer the call.
TX/RX NO. <i>nnnn</i>	—	When the MultiPASS C2500 sends or receives a fax, it assigns it a unique identification number.	Write the number down if you'll need it later. You can also print an activity management report after the transaction.

Error Messages

Message	Error Code	Cause	Action
BUSY/NO SIGNAL	#005/018	The telephone number you dialed is busy.	Try sending the document at a later time.
		The other party's fax is not working.	Contact the other party and have them check their fax.
		The other party is not using a G3 machine.	Contact the other party and have them send or receive the document using a G3 machine.
		The touch tone/rotary pulse setting on your MultiPASS C2500 is incorrect.	Set your MultiPASS C2500 to the setting that matches your telephone line (see page B-2).
		The receiving fax did not answer within 35 seconds.	Contact the other party and have them check their fax. You can try to send the document manually. For an overseas call, add pauses to the registered number.
CHECK DOCUMENT	#001	The document is jammed in the Automatic Document Feeder.	Remove the document you are trying to send or copy and start again.
	#011	The MultiPASS C2500 tried to poll another unit but the other fax unit did not have a document to send.	Contact the other party and have them set the document for polling.
CHECK PAPER SIZE		The recording paper size (in the paper cassette) and that specified in the fax setup are different.	Set the correct paper size in the FAX PRINTER SETUP (see page B-7).
CHECK PRINTER	—	An error occurred in the printer.	Press STOP . Try your operation again. If the display does not change, try unplugging the unit. Wait several minutes, then plug it back in.

Message	Error Code	Cause	Action
DOC. TOO LONG	#003	It took more than 32 minutes to send or copy a document. It took more than 32 minutes to receive a document. The document is longer than 39.4 inches (1m).	Divide the document and send or copy each part separately. Contact the other party. Have them divide the document and send each part separately. Use a copy machine to make a reduced copy of the document and send the copy.
INSTALL CARTRIDGE	#037	The BJ cartridge is not installed.	Install the BJ cartridge; or make sure it is installed properly (see page 8-8).
MEMORY FULL	#037	The memory of the MultiPASS C2500 is full because it has received too many documents. Memory is full because you tried to send too many pages at once.	Print out any documents that are stored in memory. Then start the operation again. Divide the document and send each part separately. Delete any faxes in memory.
NO RX PAPER	#012	The other party's fax is out of paper.	Contact the other party and have them install paper in their fax.
NO TEL #	#022	The one-touch or coded speed dialing number has not been registered.	Register the number (see pages 3-10, 3-14).
REC. PAPER JAM	#009	No paper is loaded in the MultiPASS C2500 or there is a paper jam.	Add paper or clear the jam, then press STOP or RESUME .
REPLACE CARTRIDGE	—	The BJ cartridge is empty or the ink has dried out.	Replace the BJ cartridge (see page 8-8). If a fax is stored in memory, it will be printed automatically.
START AGAIN	—	An error has occurred in the phone line or in the system.	Start the procedure again from the beginning.
SUPPLY REC. PAPER	—	The MultiPASS C2500 is out of paper.	Add more paper to the paper cassette. Make sure the stack does not exceed the limit mark.

Printing Problems

If you are having problems printing, check the problems and solutions listed in the following table.

Problem	Cause	Solution
Data from computer is not printed	The interface cable may not be securely connected to the MultiPASS C2500 and the computer.	Check the interface cable connection.
	The interface cable may not be the correct type.	Make sure the cable is a bi-directional parallel interface cable less than 6.6 feet in length.
	The MultiPASS C2500 or computer may have been turned on when you connected the interface cable.	Unplug the MultiPASS C2500 and turn off the computer. Plug the unit back in and turn the computer back on again.
	The application may not be set up properly.	Check the computer and the application to make sure they are configured correctly.
BJ cartridge moves, ink does not appear	The BJ cartridge or an ink tank may not be installed properly.	Make sure the BJ cartridge and its ink tank(s) are properly installed.
	The nozzles on the BJ cartridge may be clogged.	Perform the print head cleaning procedure (see page 8-4) and print the nozzle check (see page B-8).
	An ink tank may be empty (BC-21 Color BJ cartridge).	Remove the ink tanks and check that they have ink. Replace the ink tanks.

Problem	Cause	Solution
Printer suspends print after every line is printed	The printer may be slowing its print speed at the end of each line to protect the print head. The print head may have become too hot.	If you have been printing for a while, the print head may have become too hot. In this case, the MultiPASS C2500 automatically goes into protection mode and slows down in order to cool the print head. Stop your print operation and wait several minutes to allow the unit to cool. Then start your operation again.
Print jobs vanish or you are printing garbage	Another Windows application on your computer may be trying to communicate with the printer port the MultiPASS Server is using. This conflict can result in strange printing behavior.	In the Preferences dialog box of the MultiPASS Desktop Manager, Select the Desktop Manager Spooling option. This avoids using the Windows 95 Print Spooler or the Windows 3.1 Print Manager and sends the print job directly to the MultiPASS C2500.
	Make sure the MultiPASS Server is loaded.	If the server icon does not appear on the bottom of your screen, turn on the MultiPASS Server.
Paper does not load	The paper cassette may contain too many sheets.	Make sure the stack of paper in the paper cassette does not exceed the limit mark.
	Paper may not be inserted correctly.	Make sure paper is inserted all the way into the paper cassette, and the paper guides are adjusted correctly.

Problem	Cause	Solution
Paper is loaded skewed (printing is skewed)	Paper may not be stacked correctly in the paper cassette.	Make sure the stack of paper is straight in the paper cassette. Make sure the right side of the stack of paper is aligned against the right side of the paper cassette and the left adjustment guide is aligned against the left side. Make sure the paper exit path is clear.
Multiple sheets load into unit at the same time.	Paper may not be stacked correctly.	Make sure paper is installed correctly in the paper cassette.
	Sheets of paper may be sticking together.	Be sure to fan the stack of paper before placing it in the paper cassette.
	Too much paper may be stacked in the paper cassette.	Make sure the stack of paper does not exceed the limit mark. If necessary, remove a few sheets from the paper cassette. Do not stack more than approximately 150 sheets of plain paper in the paper cassette. Do not force the stack into the paper cassette.
	Different types of paper may be stacked in the paper cassette.	Load just one type of paper. Make sure you are loading paper that matches the specifications of this unit.

Problem	Cause	Solution
Repeated paper jams occur	The paper you are using may be causing the jams.	Fan the paper before stacking it in the paper cassette. This keeps the sheets of paper from sticking together. Check that the paper you are using and your printing environment are within the specifications of the unit. See Appendix A, <i>Specifications</i>, for details.
Envelopes do not load	Envelopes may not be loaded correctly. You may need to choose the envelope setting in your printer driver. Envelopes may not match specifications for this unit.	Make sure the envelopes are loaded properly: • The top of the envelope goes toward the back of the paper cassette. • The flap is up. • The right side of the envelope is aligned against the right side of the paper cassette. • The left adjustment guide is aligned against the left edge of the envelopes. Make sure there are no more than 20 envelopes in the paper cassette. Make sure you select the correct envelope size for the Paper Size option in your printer driver. Envelopes must be U.S. Commercial number 10 (9.5 × 4.1 inches) or European DL envelopes (220 × 110 mm).

Problem	Cause	Solution
Print quality is not what you expect; print is not clear, splashed or missing dots, white streaks	The paper you are using may not be supported by the unit.	Make sure you are using the recommended paper (see page A-1).
	You may be printing on the wrong side of the paper.	Some paper has a right side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side. The MultiPASS C2500 prints on the side of the paper that is down in the paper cassette.
	The print head nozzles may be clogged.	Clean the print head (see page 8-4); repeat cleaning if necessary. If print quality is not recovered after executing the cleaning five times, replace the BJ cartridge.
Output appears jagged	The resolution selected via printer driver may be Draft (180 dpi).	Check your printer driver to see what printing quality you have selected. Printing in Draft mode will give the output a jagged look. Changing the Print Quality to Standard should correct this problem.
Fonts do not print as smoothly rounded characters	Bitmapped fonts designed for dot matrix printers do not print smoothly rounded characters when used with high resolution printers like the MultiPASS C2500.	Make sure you installed an outline font manager, such as Adobe® Type Manager or Bitstream® Facelift, or that you are choosing a TrueType® font.
	Certain MS fonts, such as MS Serif, will print jagged.	Choose another font.

Problem	Cause	Solution
White streaks or missing dots	BJ cartridge may be installed incorrectly.	Make sure the BJ cartridge and/or ink tanks are installed correctly.
	The print head may be worn out.	The BJ cartridge may need to be replaced. Replace it with a new one (see page 8-8).
Output is faint	You may be using Draft print quality or Fine mode.	Try using Standard print quality.
Printing takes too much time	You may be using Fine mode.	Turn off Fine mode.
Blurred or smudged ink	The selected print quality may not match your needs.	Try different print quality settings in the Graphics dialog box.
	The print medium you are using may not be acceptable.	If your printout has ink-stained areas, try Fine mode. Try a different paper type; however, use only print media specified in Appendix A, <i>Specifications</i> .
	You may be printing on the wrong side of the sheet.	Paper has a right side for printing. If the print quality is not as clear as you would like, try turning the paper over and printing on the other side.

Problem	Cause	Solution
Printer prints only in black (you are printing from an application that supports color printing but your output is black ink only)	The printer driver may not be selecting color.	Check that you selected Color in the Color Model dialog box of the Graphics tab of the printer driver.
	The Color BJ cartridge may not be installed or may not be working properly.	Print the Demo test to make sure the BC-21 Color BJ cartridge is installed and firing correctly. If an ink tank is empty, replace it.
	The print head unit may need cleaning.	Clean the print head (see page 8-4).
Colors are broken or uneven	The print mode may be inappropriate.	If you are printing high density graphics on plain paper, set the Media Type to Coated Paper on the Paper tab.
Colors print incorrectly	The driver may not be selecting color.	Check that you selected Color in the Color Model dialog box in the Graphics tab of the printer driver.
Colors are missing	The print head may need to be cleaned.	Clean the print head (see page 8-4).
Colors in a line are uneven or different from previous lines	The print mode does not match the data pattern.	If you are printing high density color graphics on plain paper, change the Media Type setting from Plain Paper to Coated Paper.

Problem	Cause	Solution
Blue looks like purple	Blue prints out as purple because of the difference in color technology used by the screen and printer; the screen uses RGB (Red, Green, Blue) color and the MultiPASS C2500 uses CMYK (Cyan, Magenta, Yellow, Black) color. Due to the technology differences, when cyan and magenta are mixed together, blue prints dark blue or purple compared to the screen.	Within the MultiPASS printer driver, selecting Match (screen match) in the Color Adjustment dialog box of the Custom Setting window will result in a lighter blue. If you are not using screen matching, decreasing the amount of magenta by 30% produces a royal blue. If you are just looking for a nice blue color, try cyan. It prints beautifully and fast and is available in almost all applications that support color.
Color images are missing some detail	Check to see if your MultiPASS printer driver is set to Plain Paper, Color Mode, and Halftoning= Pattern.	If so, change the Media Type setting from Plain Paper to Coated Paper.

Faxing Problems

Problem	Cause	Solution
Cannot send a document	The MultiPASS C2500 may not be set for the type of telephone line in use (pulse/tone).	If you have a pulse line, be sure the MultiPASS C2500 is set for pulse dialing.
	The telephone may not be working.	Make sure there is a dial tone when you lift the telephone.
	The document may not have been fed correctly into the MultiPASS C2500.	Remove the document, stack it, and feed it into the unit correctly (see page 1-17).
	The one-touch or coded speed dialing number you used may not be registered for the feature you want to use.	Check the one-touch or coded speed dialing button and be sure it is registered correctly.
	There may be other documents being sent from memory.	Allow time for the current document to finish sending.
	An error may have occurred while you were sending the document.	Print an activity report and check for an error code.
	The receiving fax machine may not be a G3 fax machine.	Make sure the receiving fax machine is compatible with the MultiPASS C2500 (which is a G3 fax machine).
	The other party's fax maybe out of paper.	Call the other party and ask them to make sure paper is installed.

Problem	Cause	Solution
A document takes a long time to send.	The document may have gray or colored background, and the auto-half-tone feature is sending the document as a photograph.	Change the AUTO HALFTONE option to OFF.
Cannot send or receive using Error Correction Mode (ECM)	The other party's fax may not support ECM.	Some fax units do not support ECM transmission. If the other party's fax does not support ECM transmission, then the document is sent in the normal mode without error checking.
Cannot receive a document automatically.	The MultiPASS C2500 must be set to receive automatically.	For the MultiPASS C2500 to automatically switch from telephone to fax document reception, the ANS HOOK UP and MANUAL lights must be off. Press the ANS HOOK UP/MANUAL button to turn them off.
	RX RESTRICTION may be set to ON.	If RX RESTRICTION is set to ON, the MultiPASS C2500 will only receive faxes from numbers that have been registered for one-touch or coded speed dialing.
	Other	Make sure you have printed out any document received in memory (see page 3-47). Print an activity report and look for an error code (see page 7-7). Make sure paper is loaded in the paper cassette. Make sure all phone line connections are secure.

Problem	Cause	Solution
The MultiPASS C2500 does not switch automatically between telephone and fax transmissions.	The ANS HOOK UP or MANUAL light is on.	For the MultiPASS C2500 to switch automatically between telephone and fax reception, the ANS HOOK UP and MANUAL lights must both be off. Press the ANS HOOK UP/MANUAL button on the operator panel to turn them off.
	The FAX/TEL AUTO SW maybe set to OFF.	Check this setting and turn it on.
	Other	Make sure you have printed out any documents in memory. Some fax units cannot send the CNG signal that tells your MultiPASS C2500 the incoming signal is from a fax. In such cases, you will have to receive the document manually.
Cannot receive a document manually.	You may have pressed START/COPY after hanging up the telephone.	Always press START/COPY before hanging up the handset. Do not press START/COPY after you hang up the telephone.
Cannot poll and receive from other units.	The other party may not have fed the document into the fax correctly.	Be sure the other party has fed the document correctly.
	Paper may not be loaded in the cassette.	Make sure paper is loaded in the paper cassette.

Problem	Cause	Solution
Print quality is poor.	You may not be using the correct type of paper.	Be sure you are using paper that meets the paper requirements for this MultiPASS C2500 (see page A-1).
	The print head may need to be cleaned.	Clean the print head (see page 8-4).
	The sending party may be having a problem.	Make a copy on your MultiPASS C2500. If the image is OK, then your MultiPASS C2500 is operating properly. Contact the other party and have them check their machine.
Faxes do not print.	The BJ Cartridge may not be installed correctly.	Be sure to remove the orange tape from the BJ cartridge before you install it in the MultiPASS C2500 (see page 8-11).
		Make sure the BJ cartridge is installed correctly (see page 8-8).
		Clean the print head several times (see page 8-4).
Fax images print blotched or uneven.	ECM sending/receiving.	Try another BJ cartridge.
	The other party's fax may have a problem.	ECM sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again. Remember, the sending fax usually determines document quality. Be sure the other party's top cover and scanning glass are clean.

Problem	Cause	Solution
You cannot dial.	The telephone line may not be connected to the MultiPASS C2500.	Be sure the telephone line is correctly connected to the MultiPASS C2500 (see your <i>Setup Guide</i>).
	The MultiPASS C2500 may not be set for the type of telephone line in use (pulse/tone).	If you have a pulse line, be sure the MultiPASS C2500 is set for pulse dialing (see page B-2).
The MultiPASS C2500 switches to fax mode while you are talking on the phone.	The ANS HOOK UP light is on.	Press the ANS HOOK UP/MANUAL button to turn it off. Make sure this light is off when you are available to take calls.
	The ANS/FAX SWITCH option is ON.	Set the ANS/FAX SWITCH (silent detect) to OFF (see page B-6).

Copying Problems

Problem	Cause	Solution
Cannot make a copy.	The HOOK button was pressed.	You cannot make copies if the HOOK button has been pressed. Press HOOK to disable it.
	The telephone may be off hook.	Make sure the telephone is in its cradle.
	The document may not be loaded correctly.	Make sure a document is set in the Automatic Document Feeder and the LCD displays DOCUMENT READY.
	The MultiPASS C2500 may not be working properly.	Print an activity report to ensure the MultiPASS C2500 is working properly.
	The BC-21 Color BJ cartridge is installed.	To make a copy with this BJ cartridge, you must set the RX W/COLOR CART option to PRINT AUTOMATICALLY (see page B-7).

MultiPASS Desktop Manager Problems

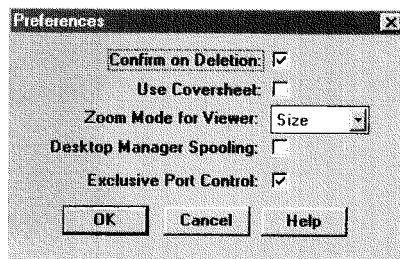
Disabling the MultiPASS Server

The MultiPASS Server monitors and controls all input and output on the port you use for the MultiPASS C2500. Before you disconnect the MultiPASS C2500 from its designated port (such as LPT1) and/or attach another device to the port, you must disable the MultiPASS Server.

1

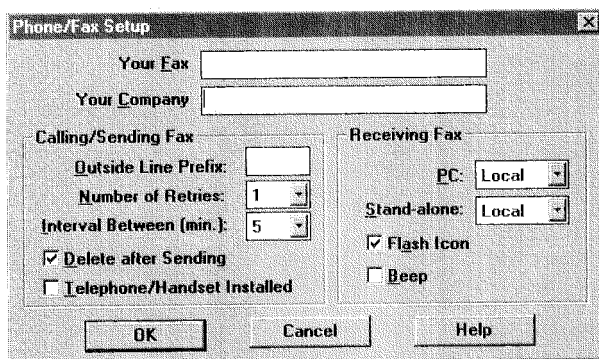
Disable the Exclusive Port Control option.

- In the MultiPASS Desktop Manager, choose Preferences from the File menu.
- In the Preferences dialog box, turn off the Exclusive Port Control option.
- Click OK.



Set
PC=Local to
receive faxes.

- To continue receiving faxes with the MultiPASS C2500, choose Setup from the File menu in the MultiPASS Desktop Manager.
- In the Phone/Fax Setup dialog box, set PC and Stand-alone to Local.
- Click OK.
- From the File menu, choose Exit to exit the MultiPASS Desktop Manager.



Delete the
MultiPASS
Server icon.

- In the StartUp Menu (Windows 95) or the Start Up group (Windows 3.1), remove the MultiPASS Server icon.
 - In Windows 95, use the Remove button.
 - In Windows 3.1, use the Delete key.

Exit and
restart
Windows.

- ☐ The MultiPASS Server will not start.
- ☐ You cannot use the MultiPASS Desktop Manager until you restart the MultiPASS Server.

Now that you have disabled the MultiPASS Server, you can disconnect the MultiPASS C2500 and use the parallel port for another device.

Enabling the MultiPASS Server

If you disable the MultiPASS Server, you must return it to the StartUp Menu (Windows 95) on the Start Up group (Windows 3.1) before you can use the MultiPASS Desktop Manager again.

To return the MultiPASS Server to a background application in Windows 95:

1

Start Windows
Explorer.

- ☐ In the MultiPASS directory, click MPSERVER.EXE.
- ☐ Click the right mouse button and choose Create Shortcut.
- ☐ Click the + next to the Windows folder.
- ☐ Click the + next to the Start Menu folder.
- ☐ Click the + next to the Programs folder.
- ☐ Drag and drop the Shortcut icon in the StartUp folder.

2

Restart
Windows 95.

- ☐ The MultiPASS Server automatically starts.

To return the MultiPASS Server to a background application in Windows 3.1:

1

In Program Manager, open both the MultiPASS Utilities program group and the Start Up program group.

- While holding down the Control key, click the MultiPASS Server icon and drag it to the Start Up window.
- A copy of the icon appears in the Start Up program group.

2

Exit and restart Windows.

- The MultiPASS Server automatically starts.

Uninstalling the MultiPASS Desktop Manager

Use the Uninstaller program when you want to remove the MultiPASS Desktop Manager. You must uninstall the MultiPASS Desktop Manager before you install a new version. The Uninstaller program deletes the MultiPASS Desktop Manager for Windows software, except:

- The MPASS directory.
- The Fax Log, the Address Book, the In Box, or the Out Box files. These files are left in place so that you can reinstall the MultiPASS Desktop Manager at a later time and continue to use your data files.

Before you run the MultiPASS Uninstaller program, you must close the MultiPASS Server.

1

Start the MultiPASS Uninstaller.

- ☐ In Windows 95, select the MultiPASS Uninstaller from the MultiPASS Utilities.
- ☐ In Windows 3.1, select the MultiPASS Uninstaller from the Program Manager.

2

Follow the instructions on the screen.

- ☐ In Windows 95, you return to the desktop.
- ☐ In Windows 3.1, you return to the Program Manager.

3

Remove the MultiPASS Printer and Fax icons.

- ☐ In Windows 95, remove the MultiPASS C2500 Printer and Fax icons from the Printers dialog box.
- ☐ In Windows 3.1, remove the MultiPASS C2500 Printer and Fax from the Printers program group.

4

Complete the procedure.

- ☐ Click Yes when you see the message:
Some files were used only for this printer and are no longer needed. Would you like to delete these files now?

Using MultiPASS Diagnostics

MultiPASS Diagnostics are provided so you can verify your MultiPASS software and hardware installation. The diagnostics can identify hardware problems. Unless you have difficulties with your MultiPASS software or hardware, you do not need to run the diagnostics program.

1

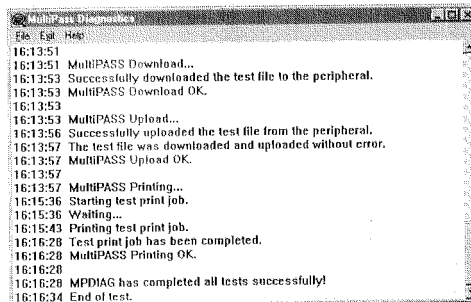
Start the
MultiPASS
Diagnostics.

- In Windows 95, select the MultiPASS Diagnostics from the MultiPASS Utilities.
- In Windows 3.1, select the MultiPASS Diagnostics from the Program Manager.
- When the diagnostics are finished, a message appears telling you if all tests were performed successfully. If there were any problems, messages appear suggesting solutions.

2

View the
log file.

- A dialog box appears asking if you want to view a log file. The log file contains important information to assist the Canon technical staff.
- Click Yes to view the log file. The MultiPASS Diagnostics window appears:



- You can save the file as an ASCII text file.

3

Exit the
procedure.

- To exit this window, choose MultiPASS Diagnostics from the Exit menu.
- The window closes and you return to the desktop (Windows 95) or to the Program Manager (Windows 3.1).

Color Bubble Jet Printer

Printing method

Bubble jet ink on-demand

Printing resolution

720 × 360 dpi (BC-20) with Smoothing

720 × 360 dpi (BC-21)

Paper handling

Automatic feed

Paper cassette capacity (maximum)

150 sheets—Letter/legal/A4

50 sheets—Transparencies

50 sheets—Back Print Film

20 sheets—Envelopes

Paper size

Letter—8.5" × 11"

Legal—8.5" × 14"

A4—210 mm × 297 mm

U.S. Commercial number 10 envelope—9.5" × 4.1"

European DL envelope—220 mm × 110 mm

Recommended paper type

Coated paper—Canon Coated Paper LF-101

OHP film—Canon Transparencies CF-102

BPF film—Canon Back Print Film BF-102

High gloss film—Canon High Gloss Film HG-101

Fabric sheet—Fabric Sheet FS-101 for Canon printers

T-shirt transfers—Canon T-Shirt Transfers TR-101

Envelope—Commercial number 10 or European DL

Paper weight

17 lb to 24 lb (64 to 90 g/m²)

with automatic feed

Printing speed

BC-20: 346 cps in 10 cpi (Standard mode)
496 cps in 10 cpi (Draft mode)

BC-21 (Black): 173 cps in 10 cpi (Standard mode)
248 cps in 10 cpi (Draft mode)

BC-21 (Color): Approximately 0.3 to 0.8 ppm
(full coverage of printable area)

Printing width

Maximum 8" (203 mm)

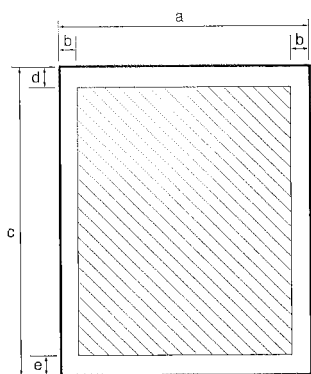
Printing direction

Black ink: Bidirectional in text (both Windows and MS-DOS®)
Unidirectional in Block Graphic Character
Unidirectional in image

Color ink: Unidirectional

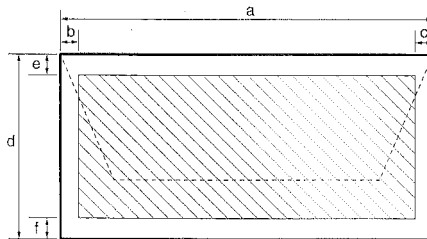
Printable Area—Papers

The shaded portion in the following figure shows the printing area for papers.

	Letter size	Legal size	A4 size
	a 8.5 in	a 8.5 in	a 210 mm
	b 0.25 in	b 0.25 in	b 3.4 mm
	c 11.0 in	c 14.0 in	c 297 mm
	d (BC-20) 0.73 in (BC-21)	d (BC-20) 0.73 in (BC-21)	d (BC-20) 18.5 mm (BC-21)
	e (BC-20) 0.87 in (BC-21)	e (BC-20) 0.90 in (BC-21)	e (BC-20) 23 mm (BC-21)
	0.94 in	0.94 in	24 mm

Printable Area—Envelopes

The shaded portion in the following figure shows the printing area for an envelope.



	U.S. Commercial number 10		European DL
a	9.5 in	a	220 mm
b	0.25 in	b	6.4 mm
c	1.49 in	c	16.8 mm
d	4.1 in	d	110 mm
e	0.77 in	e	19.5 mm
f	0.16 in	f	4.0 mm

Interface

IEEE 1284 compatible bidirectional parallel interface

BC-20 Black BJ Cartridge

Print head—128 nozzles

Ink Color—Black

Cartridge life/Ink tank yield—Approx. 900 pages at 5% coverage

BC-21 Color BJ Cartridge

Print head—64 nozzles for black

24 nozzles for each color (cyan, magenta, yellow)

Print head life—Approx. 2000 color pages at 7.5% coverage for each color

Ink tanks cartridges—BCI-21 Color (cyan, magenta, yellow)

BCI-21 Black

Ink color—Black, cyan, magenta, yellow

Ink tank yield

BCI-21 Color—Approx. 100 pages/cartridge at 7.5% coverage for each color

BCI-21 Blk—Approx. 150 pages/cartridge at 7.5% coverage

Facsimile

Applicable Line

Public switched telephone network

Compatibility

G3

Data compression system

MH, MR, ECM-MMR

Modem speed

14400/9600/7200/4800/2400 bps
Automatic fallback

Transmission speed

Approx. 6 seconds/page* at 14,400 bps
(Memory Tx mode, MMR)

Transmission/reception memory

Size: 42 pages* (672 KB)
Battery backup: 1 hour

Automatic Document Feeder (ADF)

20 pages

Fax printing speed

Approx. 4 pages/minute (BC-20 Black BJ cartridge)*

Dialing

Automatic dialing
 One-touch speed-dialing—16 locations
 Coded speed-dialing—90 locations
On-hook dialing
Manual 10-key dialing
Automatic redialing
 Redial times 1 to 10 times
 Redial interval 2 to 99 min.
Manual redialing

* Based on the CCITT #1 Chart, Standard mode.

FAX/TEL features

Auto FAX/TEL switching
Answering machine hook-up
Extension phone hook-up
Remote reception by extension phone
Tone key
Pause key

Other features/Networking

Delayed transmission
Sequential broadcast—Up to 107 locations
Automatic receiving
Non-ring reception
Restrictive receiving
Deactivate ECM
DRPD (Distinctive Ring Pattern Detection)
Polling reception
Help function

Report/reference

Activity report (up to 40 transactions)
Non-delivery report
TTI (Transmitter Terminal Identification)
RTI (Remote Terminal Identification)

Copier

Scanning resolution

360 × 360 dpi (with image enhancement)

Printing resolution

360 × 360 dpi

Copy speed

First copy time—45 seconds
Multiple copy—up to 4 ppm
up to 99 pages

Scanner

Scanning resolution—horizontal x vertical

Fine mode

203 pels/in. × 196 lines/in.
(8 pels/mm × 7.7 lines/mm)

Standard mode

203 pels/in. × 98 lines/in.
(8 pels/mm × 3.85 lines/mm)

Automatic document feeder

Paper size—Up to 20 letter-size sheets

10 legal size sheets

20 A4 size sheets

(Based on 20 lb paper)

Scanning method

Contact image sensor

Document sizes

Maximum 8.5" W × 39.3" L

(216 mm W × 1000 mm L)

Minimum 8.3" W × 5.9" L

(210 mm W × 148 mm L)

Effective scanning width

8.4" (214 mm)

UHQ™ 6 (Ultra High Quality image enhancement)

Halftone—64 shades of gray

Photo/text auto-recognition

Compatibility

TWAIN

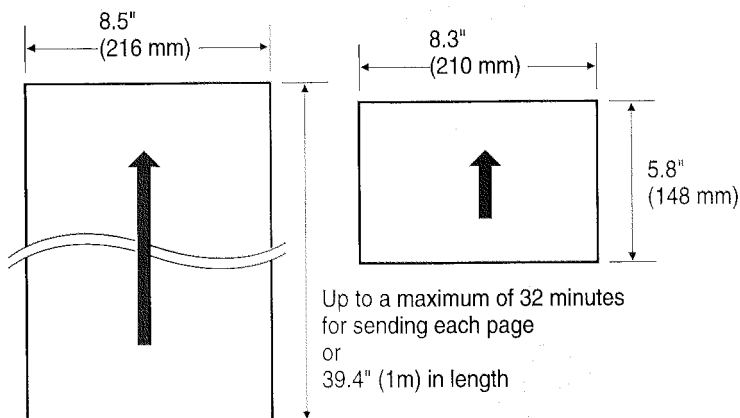
Scanning speed

4 ppm (Standard mode—only allowed in faxing,
scanning to computer; always defaults to Fine)

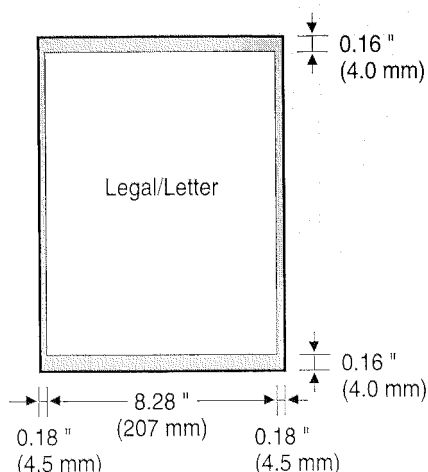
2 ppm (Fine mode)

Document sizes

The following illustrations show the maximum and minimum document sizes that can be fed into the MultiPASS C2500.



The actual scanned image size for the MultiPASS C2500 is shown below. This information applies to documents that will be scanned for faxing or PC scanning.



There is a 0.18" (4.5 mm) margin on either side of the sheet and a 0.16" (4.0 mm) margin on the top and bottom that are not picked up by the scanner.

MultiPASS Desktop Manager for Windows

System Requirements

IBM compatible PC, 386SX or higher processor
4 MB of memory
27 MB of free hard disk space
Windows 95 or Windows 3.1

General Specifications

Power Source

120V/60HZ

Power Consumption

Max. Approx. 30 W (Maximum)
Min. Approx. 7 W (Standby)

Dimension (W x D x H)

18.8" × 19.0" × 14.0"
(477 mm × 482 mm × 355 mm)

Weight

17.2 lb (7.8 kg)

Environmental Conditions

Temperature: 41°F - 90.5°F (5°C - 32.5°C)
Humidity: 10% to 90% RH

LCD Menu System **B**

Default settings are shown in **bold**.

1. SPEED DIAL SETUP

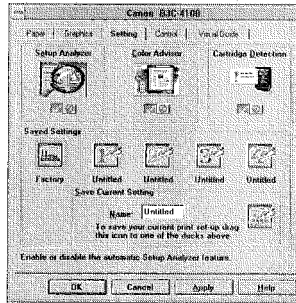
<i>Option</i>	<i>Description/Settings</i>
1. 1-TOUCH SPD DIAL	Register one-touch speed dialing numbers and names.
2. CODED SPD DIAL	Register coded speed dialing numbers and names.
3. GROUP DIAL	Register group dialing numbers and names.

2. USER SETTINGS

<i>Option</i>	<i>Description/Settings</i>
1. DATE & TIME	Set the date and time (24-hour clock) using the numeric buttons.
2. UNIT TELEPHONE #	Enter your fax number using the numeric buttons (up to 20 characters).
3. UNIT NAME	Enter the name you want to appear at the top of each fax page you send (up to 24 characters).
4. TX TERMINAL ID	Sets the parameters for the identification header that appears on every page you send (TTI).
1. TTI POSITION	Selects the position of the TTI: OUTSIDE IMAGE —position the TTI outside the image area INSIDE IMAGE —position the TTI inside the image area
2. TELEPHONE # MARK	Selects the prefix for the number: FAX or TEL

Enabling the Color Advisor

You enable the Color Advisor on the Setting sheet from within the MultiPASS C2500 printer driver for Windows.



- You click on the green ✓ to enable the Color Advisor.
- Make sure the red ✗ symbol is turned off.

3. REPORT SETTINGS

<i>Option</i>	<i>Description/Settings</i>
1. TX REPORT	Enables or disables automatic printing of the transmission report. PRINT ERROR ONLY—prints only when a transmission error occurs OUTPUT YES—sets the MultiPASS C2500 to print an activity report every time you send a document OUTPUT NO—turns off the activity report feature
1. REPORT WITH TX IMAGE	If you choose PRINT ERROR ONLY or OUTPUT YES, sets whether the first page of the fax also prints. ON or OFF
2. RX REPORT	Enables or disables automatic printing of the reception report. PRINT ERROR ONLY—prints only when an error occurs during reception OUTPUT YES—prints an activity report every time you send a document OUTPUT NO—turns off the activity report feature
3. ACTIVITY REPORT	Sets the MultiPASS C2500 to print an activity management report for every 40 transmissions (sending or receiving).
1. AUTO PRINT	Enables or disables automatic printing of the activity report. ON or OFF
2. TX/RX SEPARATE	Divides the activity management report into sending and receiving transmissions. ON or OFF

4. SEND(TX) SETUP

<i>Option</i>	<i>Description/Settings</i>
1. ECM TX	Enables/disables error correction during transmission. ON or OFF
2. MID PAUSE SET	Sets the length of the pause you insert into a dialing sequence. 1 to 15 seconds/ 2 seconds
3. AUTO REDIAL	Sets the number of times the MultiPASS C2500 will redial a number if it fails to get a response on the first attempt, and the interval between redial attempts. ON or OFF
1. REDIAL TIMES	Sets the number of retries. 1 to 10 times/ 2 times
2. REDIAL INTERVAL	Sets the period of time between redialings. 2 to 99 minutes/ 2 minutes
3. TX ERROR RESEND	Sets whether the fax redials if an error occurs while sending ON or OFF
RESEND TX FROM	If TX ERROR RESEND is on, sets which pages to resend ERROR & 1ST PG —sends the error page and the first page of the fax ERROR PAGE—sends the error page only ALL PAGES—sends the entire fax
4. ERASE FAILED TX	Sets whether the fax in memory is erased if an error occurs during sending ON —the document is erased after all redialing attempts (whether successful or not) OFF —the document stays in memory until it is sent successfully
5. AUTO START TX	Determines how a fax is sent. ON —scanning starts 10 seconds after last number is entered when sending to multiple numbers (5 seconds if sending only to one location) OFF —after entering last number, press START/COPY ; otherwise unit will return to standby after 60 seconds

5. RECEIVE SETUP

<i>Option</i>	<i>Description/Settings</i>
1. ECM RX	Enables or disables error correction during reception. ON or OFF
2. RX MODE	Determines your receive mode: FAX/TEL AUTO SW—switches between fax/phone receiving automatically AUTO FAX RX —treats all calls as faxes DRPD—determines whether an incoming call is for a fax or phone call, based on its ring pattern
For FAX/TEL AUTO SW:	
1. RING START TIME	Sets the duration that the MultiPASS C2500 listens for a fax tone before starting to ring. 0 to 30 seconds/ 8 seconds
2. F/T RING TIME	Sets the length of time the MultiPASS C2500 will ring to alert you of an incoming call. 10 to 45 seconds/ 15 seconds
3. F/T SWITCH ACTION	Selects the action taken after the F/T RING TIME expires. RECEIVE or DISCONNECT
For DRPD:	
NORMAL RING	FAX- TEL -FAX/TEL AUTO SW
DOUBLE RING	FAX-TEL- FAX/TEL AUTO SW
SHORT-SHORT-LONG	FAX- TEL -FAX/TEL AUTO SW
SHORT-LONG-SHORT	FAX- TEL -FAX/TEL AUTO SW
OTHER RING TYPE	FAX- TEL -FAX/TEL AUTO SW

5. RECEIVE SETUP (continued)

<i>Option</i>	<i>Description/Settings</i>
3. FAX INCOMING RING	When the MultiPASS C2500 is set for automatic receiving (RX MODE = AUTO FAX RX), sets the MultiPASS C2500 to ring when it receives a call. ON or OFF
RING COUNT	Sets the number of incoming rings before the MultiPASS C2500 answers. 1 to 99 times/ 2 times
4. ANS/FAX SWITCH	Enables or disables whether the MultiPASS C2500 automatically switches to fax receive mode if a period of silence is detected after answering the call. ON/OFF
ANS/FAX SWITCH TIME	Sets the duration of silence the MultiPASS C2500 listens to determine if a fax is coming in. 1 to 60 seconds/ 4 seconds
5. MAN/AUTO SWITCH	Determines if the MultiPASS C2500 switches to document receive mode after it rings for a specified time when it is in manual receive mode. ON or OFF
F/T RING TIME	Sets the amount of time the MultiPASS C2500 will ring before switching to document receive mode. 1 to 99 seconds/ 10 seconds
6. REMOTE RX	Allows you to dial a number code on the remote extension to start receiving a document. ON or OFF
REMOTE RX ID	When REMOTE RX=ON, you can change the remote receiving ID. 00 to 99, * and # included/ 25 is default
7. MEMORY RX	Turns on or off memory receiving of a document. ON or OFF

6. FAX PRINTER SETUP

<i>Option</i>	<i>Description/Settings</i>
1. SELECT PAPER SIZE	Selects the size of the paper loaded in the paper cassette. LTR or LGL or A4
2. AUTO RX REDUCTION	Reduces received faxes to fit on the recording paper. ON or OFF
SEL. REDUCE DIR	Selects reduction in width only or both width and height. VERTICAL ONLY or HORIZ & VERTICAL
3. HIGH SPEED PRINT	Selects print speed mode. ON —sets high-speed printing OFF —sets low speed printing for better quality text and pictures
4. INK SAVER	Enables or disables ink saving feature. Economy —reduces ink consumption by 50%, but low print quality STANDARD —reduces ink consumption by up to 50%, while maintaining print quality (but print is lighter) OFF —no ink saving
5. RX W/COLOR CART.	Determines whether or not to print a fax if the color cartridge is installed. RECEIVE IN MEMORY —enables receiving documents in memory when the color cartridge is installed PRINT AUTOMATICALLY —prints the document using the black ink from the color cartridge

7. SYSTEM SETTINGS

<i>Option</i>	<i>Description/Settings</i>
1. RX RESTRICTION	Enables or disables reception that is restricted to only numbers registered for one-touch or coded speed dialing. ON or OFF
2. DATE FORMAT	Sets the format used for dates displayed on the MultiPASS C2500 and printed on faxes you send. MM/DD/YY or DD/MM'YY or 'YY MM/DD
3. DISPLAY LANGUAGE	Set the language of the LCD messages. ENGLISH or FRENCH or SPANISH
4. TX START SPEED	Sets the speed at which the MultiPASS C2500 starts transmitting. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines. 14400bps or 9600bps or 7200bps or 4800bps or 2400bps
5. RX START SPEED	Sets the speed at which the MultiPASS C2500 starts receiving. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines. 14400bps or 9600bps or 7200bps or 4800bps or 2400bps
6. TEST PRINT	Print a test page to check print quality. 1. Demo Pattern 2. Printer Settings 3. All Characters 4. Nozzle Check

Using the Canon Color Advisor C

The Canon Color Advisor is automatically installed with the MultiPASS C2500 printer driver for Windows 95 and Windows 3.1. This tool is Canon's exclusive software that colors documents automatically even when your software application does not support color. When your software application does support color, the Color Advisor expands the range of colors you can use within the software.

The Color Advisor allows you to define a colorizing goal by specifying objectives. These objectives tell the Color Advisor about the document's audience, and the occasion, style, and setting for the document. When you specify the objectives, the Color Advisor can automatically colorize your document.

Color Advisor also allows you to supply a color background to a document, apply special effects to your text (such as drop shadows), and apply the best choice of colors based on criteria that you specify.

The Color Advisor allows you to save time and money by previewing your document in color before you print.

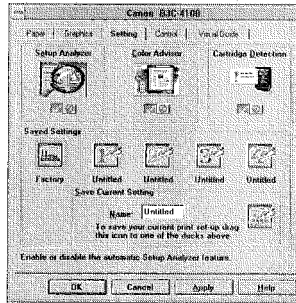
You can use the Color Advisor with many popular Windows applications.



The BJ Printer Driver diskettes include two README files that contain information about the driver (README.TXT) and the Color Advisor (READMECA.TXT). The READMECA.TXT file may list specific applications that work with the Color Advisor. You can read these README files using the Windows Notepad.

Enabling the Color Advisor

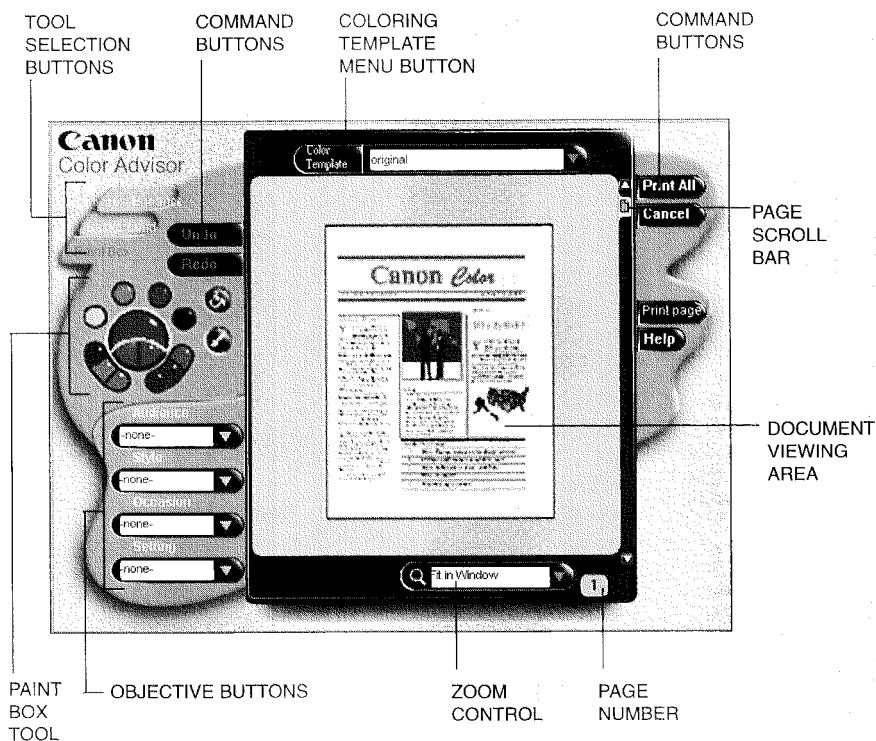
You enable the Color Advisor on the Setting sheet from within the MultiPASS C2500 printer driver for Windows.



- You click on the green ✓ to enable the Color Advisor.
- Make sure the red ⊘ symbol is turned off.

Accessing the Color Advisor Dialog Box

When the Color Advisor is enabled, the printer driver displays the Color Advisor dialog box every time you print a file. The Color Advisor dialog box shows your current document in the document viewing area:



Color Advisor Controls

The Color Advisor dialog box provides the following controls you can use to color your document:

Tool selection buttons

Allow you to choose the tool you want: Paint Box, Background, or Text Enhance.

Command buttons

Allow you to control the Color Advisor and print your document; these buttons include UNDO, REDO, PRINT ALL, CANCEL, PRINT PAGE, and HELP.

Coloring Template menu button

Allows you to specify the type of coloring template you are producing, which determines how colors are automatically applied. You can also create your own coloring templates.

Document viewing area

Displays the document to which you want to apply color.

Objective buttons

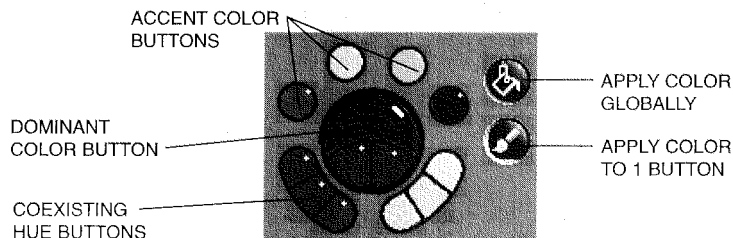
Allow you to define the attributes associated with your document. These include Audience, Style, Occasion, and Setting. Changing these attributes changes the colors in the Paint Box palette.

Tool Selection Buttons

The following tools are available to help you colorize your document.

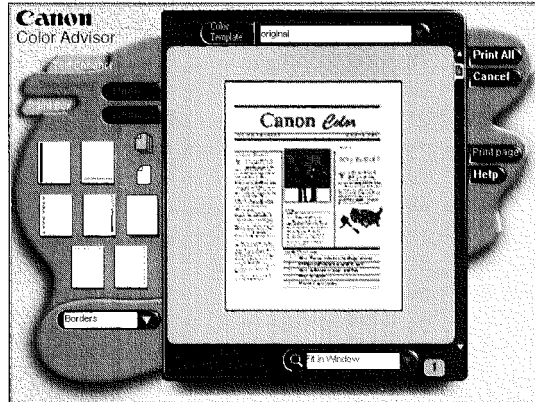
Paint Box tool

Allows you to select from a set of colors defined by the objectives you specify. You can also add or change colors in the Paint Box by accessing the Color Palette Dialog box or the Color Picker Dialog box (see page C-10 for details).



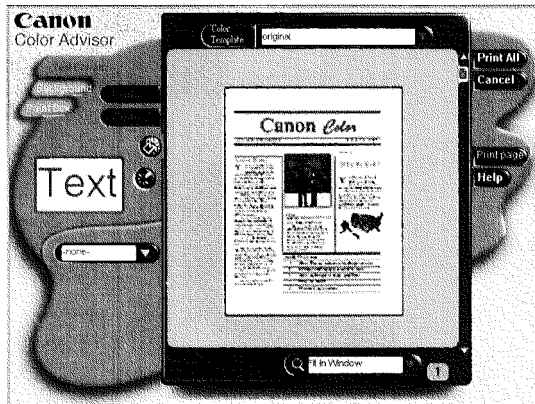
Background tool

Allows you to view and select a variety of background graphics for your document. Click on the background button to see the selectable options. There are several different backgrounds, such as business stamps and borders.



Text Enhance tool

Allows you to apply special effects to text 18 points in size or larger within your document. Special effects include embossing, drop shadows, fade-to-black, and more. Click on the down-arrow next to the text enhance button to view the selectable special effects.



Coloring a Document

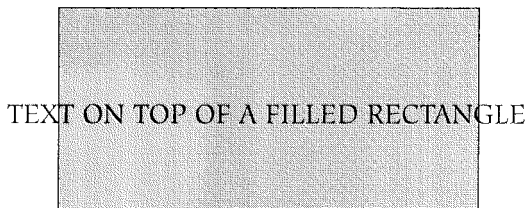
You add color to a document with the colors displayed in the Paint Box in two ways:

- You can select a coloring template and specify objectives, which allow the Color Advisor to automatically color text and objects based on the template and objectives.
- You can manually color text and graphics in the document by highlighting areas and assigning colors.

As you move your mouse over your document, areas of text or objects are highlighted by a rectangle. A single mouse click colors highlighted text or graphical objects with the currently selected color in the Paint Box. For graphic objects, such as a rectangular box, the Color Advisor keeps the brush pattern used in the original document.

If you click on the same highlighted object a second time without moving the mouse, the Color Advisor colors the object's outline and removes the color from the object itself.

When text and objects are stacked on top of each other, the Color Advisor scrolls through the objects each time you click the mouse. Successive clicks color and uncolor objects from front to back, or from top to bottom. After the bottom object is colored, the next click colors the top object and uncolors the bottom object. For example, consider the following text and object:



- The first mouse click colors the text.
- The second click colors the filled area of the rectangle.
- The third click colors the outline of the rectangle.
- The fourth click colors the text again.

Selecting Your Coloring Template

Selecting a coloring template causes the Color Advisor to apply an automatic set of colors, fonts, text enhancements, and background to your document. The different color templates cause different colors and design elements to be assigned. Follow these steps to select your color template:

1. Select the coloring template menu button.



2. Make your selection to identify the coloring template you wish to use. The Color Advisor applies color changes to the document in the viewing area.
 - You can select Original to restore your document to the state it was in when you first opened the Color Advisor.
 - You can select any of the standard Color Advisor coloring templates: card, newsletter, poster, presentation, or report. The Color Advisor applies its automatic colorization to your document.
 - You can select any coloring templates that you have previously defined (see page C-9 for details). The Color Advisor also includes several coloring templates for common applications, such as Microsoft Word, WordPerfect®, and Lotus® AmiPro.

Defining the Objectives of Your Document

By defining objectives from the supplied lists, you allow the Color Advisor to automatically build a color palette that matches these objectives. You can then assign these colors to parts of your document.



Note

-
- As you make each selection defining the objectives of your document, the Color Advisor automatically changes the colors in the Paint Box.
 - If, after you color your document, you change the objectives, the Color Advisor automatically changes the colors in your document to match the new objectives.
-

Follow these steps to define your document's objectives:

1

Select Audience
to access its
drop-down
list box.

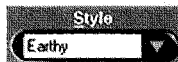


- Select an audience that best matches the audience of your document. The following choices are available:

None	Girl
Adults	Management
Teens	Engineers
Boy	Sales

2

Select Style
to access its
drop-down
list box.

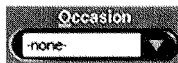


- Select a style that identifies the tone and image you want your document to convey. The following choices are available:

None	Happy
Conservative	Somber
Earthy	Attention-getting
Motivational	Elegant
Fun	

3

Select Occasion
to access its
drop-down
list box.



- Select a special occasion related to your document. The following choices are available:

None	Christmas
Easter	Valentine's Day
St. Patrick's Day	4th of July
Thanksgiving	New Years
Halloween	Party

Select an occasion only if it is appropriate; select None if there is no occasion.

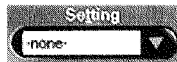


Note

An occasion setting may override other settings.

4

Select Setting
to access its
drop-down
list box.



- Select the setting that best describes the season, location, or time related to your document. The following choices are available.

None
Spring
Summer
Winter

Autumn
Beach
South Western
Aquatic

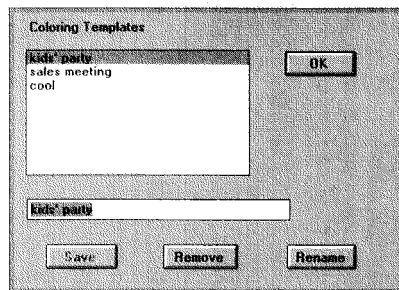
Creating a New Coloring Template

If you want to use your current colors and color assignments for other documents, you can create a new coloring template. Follow these steps:

1

Select the
coloring
template
button.

- This accesses a dialog box so you can name the new coloring template.



Enter the name
for your new
coloring
template.

- ☐ Then select **OK**.
- ☐ If you enter a name that is already in use, you can choose to replace the existing coloring template with the new one or cancel the operation. You cannot use the names associated with the templates included with the Color Advisor.

Once you create a coloring template, you can select it later when printing similar documents.

Selecting and Applying Colors

There are three tools available to help you select, color, and enhance your document:

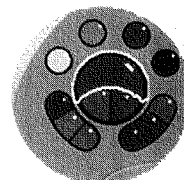
- ☐ Paint Box
- ☐ Background
- ☐ Text Enhance

Using the Paint Box Tool

You use the Paint Box to select a color that you want to assign to an area of your document. Follow these steps:

Click on the
Paint Box
tool button.

- ☐ Make sure the document you want to color is in the viewing area.



- ☐ When you move your cursor over the Paint Box area your cursor changes to the Grab color cursor, which looks like an eye dropper.



To select the current color, click on the color you want to select.

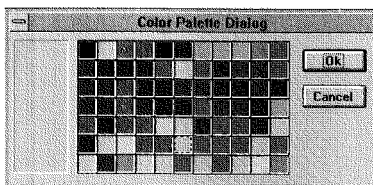
- Then select an area of your document.
- The Color Advisor assigns the selected color to the selected area.

You use the following buttons to apply color:

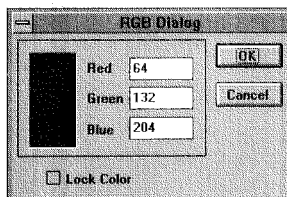
-  Apply Color to Similar (spilling can of paint button)—Enters a coloring mode in which the selected color is applied to similar text or similar graphics objects throughout the document.
-  Apply Color to 1 (paintbrush button)—Enters a coloring mode in which colors are applied to text and graphics objects as you select each object.

You can manually change some of the colors in the Paint Box by accessing the Color Palette Dialog box or the Color Picker Dialog box.

- To access the Color Palette Dialog box, move the cursor over one of the accent color buttons or over the main color, and double-click the left mouse button. Select your replacement color from the Color Palette Dialog box.



- To access the Color Picker Dialog box, move the cursor over one of the accent color buttons or over the main color, and click the right mouse button. Enter new values for the red, green, and blue (RGB) values.



Note

You can select the Lock Color check box to make sure the color you define is not changed in the Paint Box when you change objectives or coloring template. Lock Color does not prevent you from changing the color through the Color Palette Dialog box or the Color Picker Dialog box.

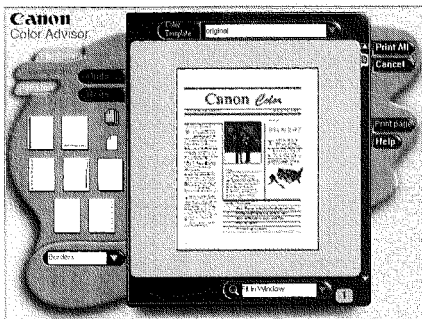
Using the Background Tool

You use the Background tool to apply one of several preset background graphics to your document.

1

Click on the Background tool button.

- Make sure the document for which you want a background is in the viewing area.
- A variety of background graphic sheets appear:



2

To select a background, click on the background button to access its drop-down list.

- You can choose from various selections, such as:
 - None
 - Borders
 - Business stamps
 - Water marks
 - Stationery
 - Letterhead
- When you select a background, the graphic sheets change to reflect the current selection.
- If the background you select has additional options, you see another drop-down list with selections. Click on the category that best applies to your document.

3

You use these buttons to apply backgrounds.



Apply Background to all pages (multiple-page check button)—Enters a background to all pages of your document.



Apply Background to 1 (single page button)—Enters a background only on the page displayed in the document viewing area.

- You can remove a background by selecting the Plain background sheet.



Note

A coloring template keeps a background only if it is applied to all pages.

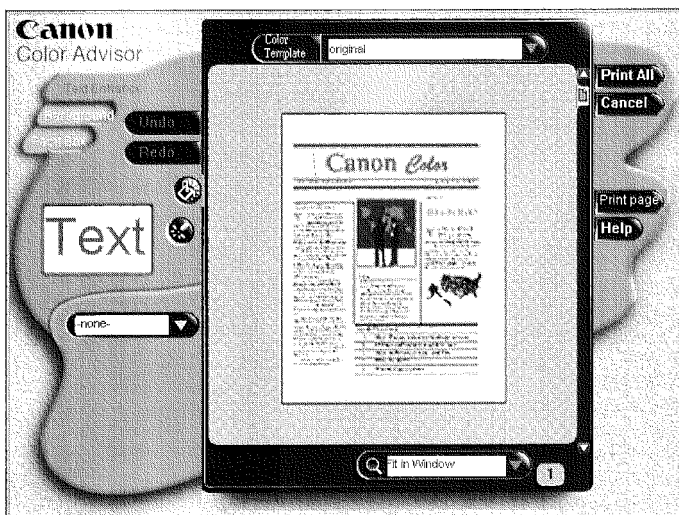
Using the Text Enhance Tool

You use the Text Enhance tool to apply a variety of special effects to 18-point or larger text in your document.

1

Click on the Text Enhance tool button.

- Make sure the document for which you want a text enhancement is in the viewing area.



2

To select an enhancement, click on the Text Enhance drop down button.

- Click on one of the several selectable enhancements.
- Fade effects can be applied from the left, right, top, or bottom of the text using the directional buttons below the Text box.
- Move the cursor to the text you want to enhance and then select the text by clicking on the left mouse button when a box appears around it.

You use these buttons to apply text enhancements.



Apply effect to similar text (pouring paint can button)—Enters the effect on all text objects with a similar font and style.



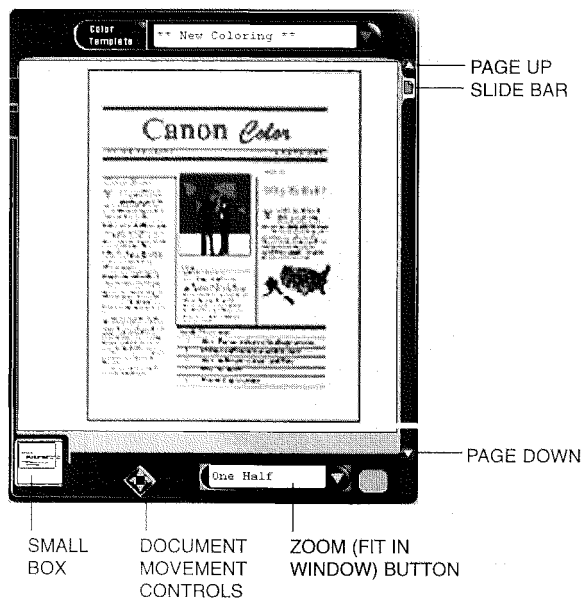
Apply effect to 1 (paint brush button)—Enters the effect only to the selected text.



Note

A coloring template keeps a text enhancement only if it is applied to all pages.

Moving Around the Document



There are several ways you can view different portions of your document:

- If your document contains multiple pages, you can use the slide bar or page up/page down arrows to move from page to page. The page number that appears is not necessarily the document's original page number.
- Use the Zoom (Fit in Window) button to change the display from its default setting to a view that represents the actual size of the text. When you select any setting other than the default Fit in Window, a portion of the page is shown full size with a representation of the entire page appearing in a small box at the bottom left of the viewing area. To display other areas of the page full size, move the cursor to the small box. Click and hold the left mouse button to move around the box. When you reach the area of the document you want to display full size, release the button.
- You can use the Document Movement Controls to move various portions of the document into view. Click on the four arrows to move around the page.

Using the Color Advisor Command Buttons

The Color Advisor provides several command buttons:



Cancels each successive action you have taken. Repeatedly selecting the Undo button cancels each action you have made during this session. There are some actions the Color Advisor cannot undo; in these cases, the Undo button is not available; it appears dim.



Restores the action you canceled with the Undo button.



Prints the entire document using the current coloring and returns to the original application program.



Exits the Color Advisor and returns to the original application program. You can also press **Esc** to quit.



Prints the page displayed in the document viewing area and returns to the Color Advisor. Use this button to evaluate your current color selections on paper.



Displays on-line help for the Color Advisor.

A

Activity report

Journal of fax transactions, both sent and received.

Address Book

The electronic Address Book provided by the MultiPASS Desktop Manager that allows you to create a list of people with their phone/fax numbers.

ANS HOOK UP/MANUAL

The button that indicates and controls how the MultiPASS C2500 detects whether a call is from a fax or a telephone. When you use the MultiPASS C2500 with an answering machine, make sure the ANS HOOK UP light is on so the answering machine will pick up the calls.

Auto halftone

The document setting you use for sending documents with intermediate tones, such as photographs.

Automatic dialing

Dialing fax or telephone numbers by using a short cut of pressing one to three buttons. To use automatic dialing, you must register the numbers in the MultiPASS C2500's memory. *See also* one-touch speed dialing, coded speed dialing, and group dialing.

Automatic document feeder (ADF)

Refers to the document tray in which you stack the document you want to fax, copy, or scan.

Automatic redialing

When the receiving fax machine is busy or does not answer, or when an error occurs while sending, the MultiPASS C2500 waits a specified amount of time and then automatically redials the number. You define the number of times the unit redials and the length of time between redialing.

B

Battery backup

The MultiPASS C2500 contains a battery that safeguards the contents of memory for approximately one hour during a power failure.

Bidirectional parallel interface port

An interface connection that is capable of both sending or receiving. For example, when you print and when you send a fax from your computer, data goes from your computer to the MultiPASS C2500; when you scan and when you receive a fax into your computer, data goes from the MultiPASS C2500 to your computer.

BJ cartridge

The printing mechanism that contains the print head unit and ink tanks.

bps

Bits per second. Refers to the speed with which a fax machine sends and receives data.

Broadcasting

Transmitting documents to more than one location (through the MultiPASS C2500's memory).

Bubble Jet printing

An ink-jet type printer that heats the ink to a boiling point in a nozzle to form a bubble. When the bubble expands, there is no room left in the nozzle for the ink and the ink is projected onto paper.

C

CCITT #1 Chart

A test chart, defined by CCITT, used to measure the transmission speed as well as the transmitting and receiving memory capacity of a fax machine.

CCITT/ITU-TS

Formerly known as CCITT, Consultative Committee for International Telegraph and Telephone. CCITT has been replaced by the International Telecommunications Union-Telecommunications Sector (ITU-TS), a committee created to set international standards for telecommunications.

Centronics

The popular name for the parallel printer port used by most printers and personal computers.

CNG

Calling Tone. This is a signal sent by fax machines to identify the call as an incoming document. When the receiving fax detects this signal, it automatically starts to receive the fax transmission. The majority of fax machines in use today can send and detect CNG signals.

Coded speed dialing

An automatic dialing method that allows you to dial a fax or telephone number by pressing the **CODED DIAL** button and a two-digit code using the numeric buttons.

cps

Characters per second. A unit of measurement that indicates the printer's speed.

Cursor

The underline symbol you see on the LCD when you register numbers and names in the MultiPASS C2500. Press the arrow buttons to move the cursor.

D**dB(A)**

Stands for decibel level (a decibel being a unit of measurement for the intensity of the sound coming from the unit), adjusted for background noise.

Default settings

The MultiPASS C2500 is preprogrammed at the factory with recommended settings. These are also known as factory default settings. You can customize your MultiPASS C2500 by programming settings other than the default settings.

Delayed sending

The ability to send a document at a preset time in the future. You do not have to be in your office to use delayed sending to one or more destinations.

Density control

A setting that darkens or lightens the scanning of documents.

Dialing methods

Ways of pressing one or more buttons to access a number to connect to an outside party or fax machine. Dialing methods include one-touch speed dialing, coded speed dialing, group dialing, and manual (regular) dialing.

Dithering

A method by which color dots are combined on a page to produce a wide spectrum of colors.

Document

The sheet of paper containing the data that you send to or receive from a fax.

dpi

Dots per inch. A unit of measurement for indicating a printer's resolution.

DRPD

Distinctive Ring Pattern Detection. Allows you to assign up to five different ring patterns to distinguish voice and fax calls using your telephone company's special services.

E**ECM**

Error Correction Mode. The ability of your MultiPASS C2500 to reduce system and line errors when sending or receiving from another fax with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line.

F**FAX/TEL switching**

The ability of the MultiPASS C2500 to automatically detect whether a call is from a fax or telephone. With this feature, one telephone line can be shared by both the telephone and the fax.

FINE

The fax setting for documents with very small characters and lines.

Fine mode

One of the printer's print modes. Use this mode when printing on transparencies or printing a halftone image that produces grayscale or intermediate colors.

Font

A complete set of characters of the same size and style; a particular implementation of a typeface. For example, 12-point, Courier bold.

Form feed

A printer function that automatically ejects the current page and advances the printer to the top of the next page.

G**G3, Group 3 fax machine**

Defined by CCITT. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified Read (MR), and Modified Modified Read (MMR).

Grayscale

Representing color in black and white as a result of different intensities of color. Different colors and intensities of colors appear as different shades of gray.

Group dialing

A dialing method that enables you to dial up to 105 registered one-touch speed dialing or coded speed dialing numbers together as a group. This means that you can press just one to three buttons to enter numbers when sending the same document to many destinations.

H**Halftone**

Using this method, the MultiPASS C2500 (in printer mode) produces shades of gray or of colors by mapping dots to be printed. For color printing, different colored dots of ink are placed closely together to create illusions of other colors.

HOOK

The button that engages and disengages the telephone line.

I

IEEE 1284

IEEE 1284 is the new specification standard for computer-to-peripheral bidirectional parallel interface communications. The new standard was adopted by IEEE, Institute of Electrical and Electronic Engineers, Inc., in 1993. Some of the benefits it provides are: bidirectional communication between computers and peripheral devices, a higher speed data transfer rate, and protection against data loss due to noise interference.

Inksaver

You can enable or disable economy printing (ink saving feature) when receiving faxes. By enabling the INKSAVER mode, ink consumption can be decreased by as much as fifty percent, resulting in a longer effective cartridge life.

Ink tank

The special type of ink container housed by the BJ cartridge. The BC-21 Color BJ cartridge contains two ink tanks: one color—BCI-21 color (which includes cyan, yellow, magenta) and one black—BCI-21 Blk.

Intensity

The amount of color. More intense or more saturated colors are more pure. Less intense or less saturated colors are less vivid.

Interface port

The MultiPASS C2500 comes with one IEEE 1284, bidirectional parallel interface port, located on the back of the unit. You attach the cable that connects your computer and MultiPASS C2500 to this port.

J

Jack

The telephone receptacles (RJ11 type) on your wall or in your MultiPASS C2500 used to connect the MultiPASS C2500 to the telephone line, telephone, answering machine, or data modem.

L

Landscape orientation

Refers to printing across the length of the page (as opposed to portrait orientation printing across the width of the page).

Line feed

A printer function that advances the paper one line.

M

Manual feed

A method of feeding paper into the printer one sheet at a time.

Manual receiving

A method of receiving faxes in which you answer all incoming calls using a telephone.

Manual Redialing

When you use regular dialing, you can redial a number "manually" simply by pressing **REDIAL** on the operator panel. The last number called is the number redialed.

Memory broadcast

Allows you to send a scanned fax to as many as 107 locations at once, using a combination of one-touch speed dialing, coded speed dialing, and regular dialing.

Memory list

Shows the faxes stored in the fax's memory.

Modem

A device that converts (Modulates) digital data for transmission over telephone lines. At the receiving end, this device converts the modulated data (DEModulates) to digital format that the computer understands.

MultiPASS Desktop Manager for Windows

Canon's exclusive software package that allows you to use the MultiPASS C2500 with your Windows software applications. You must install the desktop manager to use your MultiPASS C2500 as a printer, scanner, or PC fax.

N

Noise

A term applied to a variety of problems that impair the operation of telephone lines used for faxing.

Noise level

See dB(A).

Nonbleed

A special mode in color print quality selection whereby the printer changes from true black to composite black when directly adjacent to an area of color.

Numeric buttons

The round numbered buttons on the operation panel marked the same as a standard telephone keypad. Press them to perform manual dialing, to enter numbers and letters when you register numbers and names, and to enter coded speed dialing codes with two or more digits.

O**One-touch speed dialing keypad**

The rectangular buttons numbered 01 to 16 on the operator panel, each of which may be registered as a fax or telephone number. Once a number is registered, you press one button to dial the entire number.

P**Page orientation**

Refers to the direction of print on the page. Printing across the width of a page is called portrait orientation. Printing across the length of a page is called landscape orientation.

Pause

A timing entry required for registering certain long distance numbers and for dialing out through some telephone systems or switchboards. Pressing the **PAUSE** button enters a pause between digits of a telephone number.

PBX

Private branch exchange. *See* Switchboard.

PC fax

An electronic way to send and receive faxes. A PC fax is sent from or received directly into a computer. Using the MultiPASS Desktop Manager you can send and receive PC faxes, and save, sort, and/or print the PC faxes.

Polling

One fax machine requesting another to send a document. The receiving party calls the fax machine holding the document to be sent, and requests that it be sent.

Portrait orientation

Refers to printing across the width of the page (letter style). This is the opposite of landscape orientation, which is printing across the length of the page.

Print head

The printing mechanism that contains print nozzles and ejects the ink for printing.

Print head capping

An automatic protection function that prevents the print head unit and BJ cartridges from drying out or becoming clogged with dust.

Printable area

The area of a sheet of paper or envelop on which a printer can reproduce text or graphics (the printable area is smaller than the paper).

Printer driver

Software that sends printing instructions to a printer (in this case, the MultiPASS C2500). The printer driver keeps track of the attributes of a printer and the codes the program must send to access those attributes.

Pulse

See Rotary pulse.

R**RAM**

Random Access Memory. Memory that is used for temporary storage of information such as documents you want to print, scanned and received documents, and downloaded fonts.

Receiving

Receiving faxes is also defined as RX or reception. This refers to how the MultiPASS C2500 receives fax documents.

Redialing, automatic

See Automatic redialing.

Redialing, manual

See Manual redialing.

Reduction mode

The MultiPASS C2500's automatic feature that reduces the received image to ensure it fits on the page. You can turn this feature on/off with the AUTO RX REDUCTION option.

Registering

A process by which you place fax or telephone numbers and names in the MultiPASS C2500's memory for automatic dialing so that you can save time dialing frequently called destinations.

Regular dialing

Pressing the individual numeric buttons to dial a fax or telephone number.

Remote receiving ID

A two-digit code that enables you to manually activate a fax using a telephone that is connected to the MultiPASS C2500. (The default code is 25.)

Remote reception

Activating a fax by answering a telephone that is connected to the MultiPASS C2500, but that is not located near the unit. You need to dial a remote receiving ID number to start remote reception.

Resolution

The measurement of a printer's quality expressed in dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 720 × 360 dpi.

Restricted reception

The ability of your MultiPASS C2500 to restrict incoming documents. With this feature turned on, the MultiPASS C2500 will receive documents only from speed dialing numbers registered in the unit.

Rotary pulse

A telephone dialing system where a dial is rotated to send pulses to the telephone switching system. When you pulse dial, you hear clicks. When you touch-tone dial, the most common dialing system, you hear tones.

RX

See Receiving.

S**Sender ID**

Information printed at the top of a fax (also called TTI or Transmit Terminal ID). This data appears only if the sending fax has been programmed with the information.

Sending

Sending transmission is also defined as TX or transmit. A fax document that has been scanned by a fax machine and sent over telephone lines, in the form of electrical pulses, to another fax machine is a sending transmission. The MultiPASS C2500 also allows you to send a document directly from your computer (PC faxing).

Sending speed

The rate at which faxes are transmitted through the phone line. *See also* bps (bits per seconds).

Smoothing mode

A printer mode in which the printer enhances the horizontal resolution of black ink. The printer automatically initiates this mode to produce 720 × 360 dpi for black ink, and to produce 360 dpi copies.

STANDARD

A document setting for sending normal typewritten or printed documents containing only text and no drawings, photographs, or illustrations.

Standby

The mode in which the MultiPASS C2500 is on and ready to use. All operations start from standby mode when the LCD displays the date and time.

Switchboard

Also called a PBX (Private Branch Exchange) internal switching system. A telephone system, usually for a large company office with many extensions, whereby you must dial an outside line number along with the regular telephone or fax number.

T**Timed sending**

Setting the MultiPASS C2500 to transmit documents at a preset time in the future. *See also* Delayed sending.

Tone/pulse setting

The ability to set the MultiPASS C2500 to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse.

Transaction number

A unique number assigned to each fax document sent (TX NO.) or received (RX NO.) by the MultiPASS C2500 and used to identify that particular fax document.

Transmit

See Sending.

TrueType font

The scalable font technology built into Microsoft Windows. It offers you the same font images both on computer displays and printer outputs.

TTI

Transmit Terminal ID. See Sender ID.

TWAIN

An industry standard that allows you to input image data directly from a scanner or other input device. Because your MultiPASS C2500 supports TWAIN, you can use the scanning features of the MultiPASS C2500 with any Windows application that also supports TWAIN.

TX

See Sending.

Typeface

The printed design of characters. For instance, Courier, Script, and Roman typefaces all print characters of different designs.

Typestyle

Refers to how the typeface appears: slanted (italic) or upright.

U**UHQ (Ultra High Quality)**

An exclusive Canon digital image processing system that incorporates 64 shades of gray along with a special edge enhancement feature which ensures that text and photos are transmitted with ultimate clarity.

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